

DESCRIPTIONS OF FOUR PARCELS OF THE SYDNEY G. ASHLEY LANDS,  
SECOND DISTRICT, QUEEN ANNES COUNTY, MD.

PARCEL 1

Beginning for the same at an iron pipe on the east side of Md. Rte. 19 at the southwest corner of the lands of Morton Jeffers; and running, thence, by and with said Jeffers lands N 83 45 E - 220.00' to an iron pipe and the lands of Louis J. Palmatary; thence, by and with said Palmatary lands N 49 44 50 E - 331.37' to an iron pipe and N 56 09 40 E - 467.93' to an iron pipe and Parcel 4 of this description; thence, by and with Parcel 4 N 56 09 40 E - 50.00' to an iron pipe and Parcel 3; thence, by and with Parcel 3 S 33 50 20 E - 52.20' to an iron pipe and Parcel 2; thence, by and with Parcel 2 S 56 09 40 W - 66.63' to an iron pipe and S 75 13 30 E - 1423.00' to an iron pipe and the lands of Calvin Dean; thence, by and with said Dean lands S 23 41 50 W - 100.00' to an iron pipe and S 21 11 50 W - 231.00' to an iron pipe and the lands of Margaret Schabinger; thence, by and with said Schabinger lands the six following courses and distances: (1) N 71 48 10 W - 396.00' to an iron pipe, (2) S 84 41 50 W - 796.95' to an 18" gum, (3) N 56 18 10 W - 313.50' to an iron pipe, (4) N 30 48 10 W - 189.75' to an iron pipe, (5) N 70 46 10 W - 102.06' to a 30" beech, and (6) S 49 44 50 W - 657.56' to an iron pipe on the east side of Md. Rte. 19; thence, by and with the east side of said road along a curve the chord of which is N 0 27 20 W - 228.18' to the place of beginning. Containing in all 16.910 acres of land, more or less.

Subject to a right-of-way running from Md. Rte. 19 to Parcels 2, 3, and 4, more particularly described as follows: Beginning for the same at an iron pipe on the east side of Md. Rte. 19 at the southwest corner of the lands of Morton Jeffers; and running, thence, by and with said Jeffers lands N 83 45 E - 220.00' to an iron pipe and the lands of Louis J. Palmatary; thence, by and with said Palmatary lands N 49 44 50 E - 331.37' to an iron pipe and N 56 09 40 E - 467.93' to an iron pipe and Parcel 4 of this description; thence, by and with Parcel 4 N 56 09 40 E - 50.00' to an iron pipe and Parcel 3; thence, by and with Parcel 3 S 33 50 20 E - 52.20' to an iron pipe and Parcel 2; thence, by and with Parcel 2 S 56 09 40 W - 66.63' to an iron pipe; thence, S 56 09 40 W - 447.69' to a 30" beech and the lands of Margaret Schabinger; thence, by and with said Schabinger lands S 49 44 50 W - 657.56' to an iron pipe on the east side of Md. Rte. 19; thence, by and with the east side of said road along a curve the chord of which is N 0 27 20 W - 228.18' to the place of beginning. Containing in all 1.785 acres of land, more or less.

## PARCEL 2

Beginning for the same at an iron pipe marking the end of the fifth line (S 33 50 20 E - 52.20') of the description of Parcel 1; and running, thence, by and with the division line between the herein described lands and Parcel 3 of this description N 64 15 40 E - 1243.75' to an iron pipe and the lands of Alice Morris; thence, by and with said Morris lands S 38 42 E - 407.78' to an iron pipe in a small stream and S 24 18 10 E - 268.95' to an iron pipe; thence, still by and with said Morris lands and with the lands of Calvin Dean S 23 41 50 W - 411.50' to an iron pipe and Parcel 1; thence, by and with Parcel 1 N 75 13 30 W - 1423.00' to an iron pipe and N 56 09 40 E - 66.63' to the place of beginning. Containing in all 17.112 acres of land, more or less.

Together with a right-of-way over Parcel 1 from the herein described lands to Md. Rte. 19, more particularly described in the description of Parcel 1.

## PARCEL 3

Beginning for the same at an iron pipe marking the end of the fourth line (N 56 09 40 E - 50.00') of the description of Parcel 1; and running, thence, by and with the division line between the herein described lands and Parcel 4 of this description N 12 49 10 E - 1018.96' to an iron pipe and N 51 18 E - 410.00' to an iron pipe and the lands of Alice Morris; thence, by and with said Morris lands S 38 42 E - 965.00' to an iron pipe and Parcel 2; thence, by and with Parcel 2 S 64 15 40 W - 1243.75' to an iron pipe at the end of the fifth line of Parcel 1; thence, by and with said Parcel 1 N 33 50 20 W - 52.20' to the place of beginning. Containing in all 17.097 acres of land, more or less.

Together with a right-of-way over Parcel 1 from the herein described lands to Md. Rte. 19, more particularly described in the description of Parcel 1.

## PARCEL 4

Beginning for the same at an iron pipe marking the end of the third line (N 56 09 40 E - 467.93') of the description of Parcel 1 and the easternmost corner of the lands of Louis J. Palmatary; and running, thence, by and with said Palmatary lands and the lands now or formerly of Henry Callahan N 46 25 W - 811.43' to an iron pipe and the lands of Cape Pine Development Corporation; thence, by and with said Cape Pine lands N 49 38 10 E - 937.83' to an iron pipe and N 38 05 40 W - 376.43' to an iron pipe and the lands of Edgar Van Orden; thence, by and with said Van Orden lands N 49 40 10 E - 425.18' to an iron pipe and the lands of Alice Morris; thence, by and with said Morris lands S 38 42 E - 590.00'

to an iron pipe and Parcel 3; thence, by and with Parcel 3 S 51  
18 W - 410.00' to an iron pipe and S 12 49 10 W - 1018.96' to  
an iron pipe and Parcel 1; thence, by and with Parcel 1 S 56 09  
40 W - 50.00' to the place of beginning. Containing in all  
16.873 acres of land, more or less.

Together with a right-of-way over Parcel 1 from the herein  
described lands to Md. Rte. 19, more particularly described in  
the description of Parcel 1.

May 11, 1978.

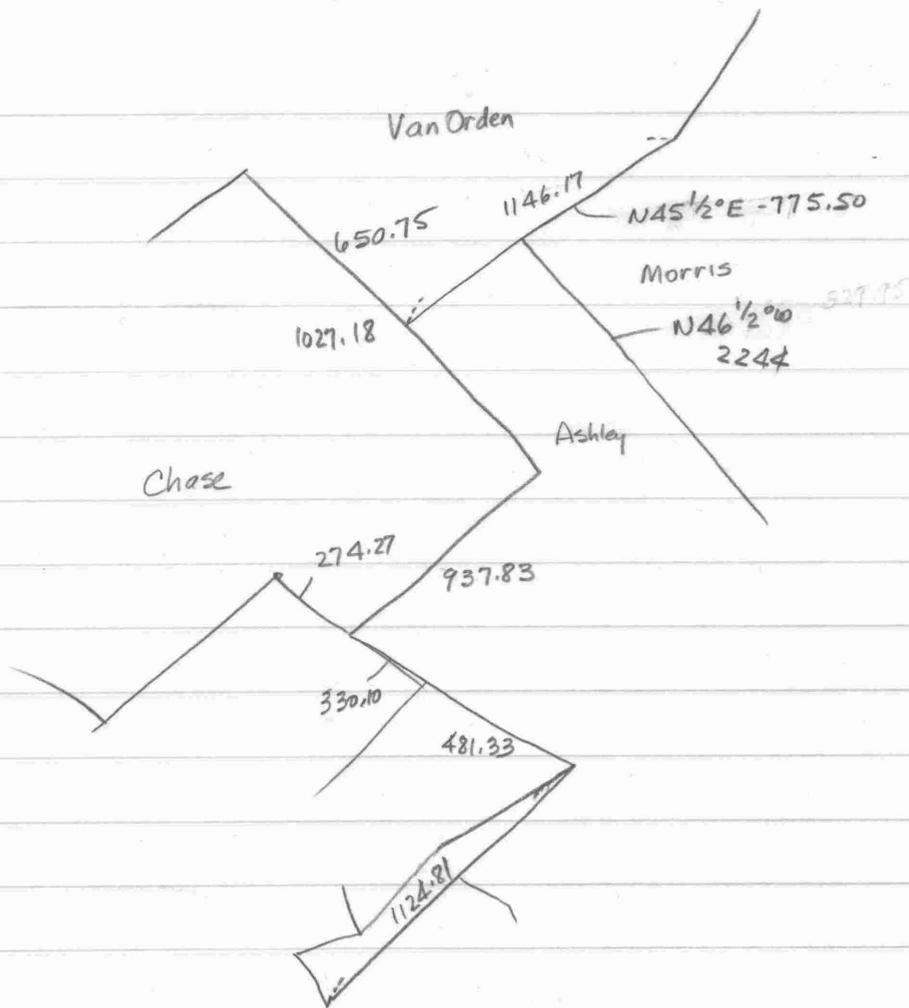
William R. Nuttle.

DESCRIPTION OF THE SYDNEY G. ASHLEY LANDS, SECOND DISTRICT,  
QUEEN ANNES COUNTY, MD.

Beginning for the same at an iron pipe on the east side of Md. Rte. 19, said point being the southwest corner of the lands of Morton Jeffers; and running, thence, by and with said Jeffers lands N 83 45 E - 220.00' to an iron pipe and the lands of Louis J. Palmatary; thence, by and with said Palmatary lands N 49 44 50 E 331.37' to an iron pipe and N 56 09 40 E - 467.93' to an iron pipe; thence, still by and with said Palmatary lands and with the lands formerly of Henry Callahan N 46 25 W - 811.43' to an iron pipe and the lands of Cape Pine Development Corp.; thence, by and with said Cape Pine lands N 49 38 10 E - 937.83' to an iron pipe and N 38 05 40 W - 376.43' to an iron pipe and the lands of Edgar VanOrden; thence, by and with said Van Orden lands N 49 40 10 E - 425.18' to an iron pipe and the lands of Alice Morris; thence, by and with said Morris lands S 38 42 E - 1962.78' to an iron pipe in a small stream and S 24 18 10 E - 268.95' to an iron pipe; thence, still by and with said Morris lands and with the lands of Calvin Dean S 23 41 50 W - 511.50' to an iron pipe; thence, still by and with said Dean lands S 21 11 50 W - 231.00' to an iron pipe and the lands of Margaret Schabinger; thence, by and with said Schabinger lands the six following courses and distances: (1) N 71 48 10 W - 396.00' to an iron pipe, (2) S 84 41 50 W - 796.95' to an 18" gum, (3) N 56 18 10 W - 313.50' to an iron pipe, (4) N 30 48 10 W - 189.75' to an iron pipe, (5) N 70 46 10 W - 102.06' to a 30" beech, and (6) S 49 44 50 W - 657.56' to an iron pipe on the east side of Md. Rte. 19; thence, by and with the east side of said road along an arc the chord of which is N 0 27 20 W - 228.18' to the place of beginning. Containing in all 67.992 acres of land, more or less.

December 12, 1978.

William R. Nuttle.



- 681.45
- N65°E - 41.3 to large stone in stream
- 268.95
- S27°E - 16.3 to walnut stump
- 521°W - 31 511.5
- S18°30'W - 14 231
- N74°30'W - 24 396
- 796.95
- S82°W - 48.3 to black oak
- N59°W - 19 313.5
- N33°30'W - 11.5 189.75
- 99
- N70°W - 6 to beech
- S45°W - 18 297
- 198
- N25°45'W - 12 to stone
- 735.9
- N63°E - 44.6 to stone "AH"
- 1254
- N46°30'W - 76

PROJECT:  
 DESCRIPTION:  
 FILE: C:\PCW\GUTTING.CGO  
 UNITS: U.S. SURVEY FOOT

Monday, January 19, 2004  
 11:19 AM  
 PAGE 7

PARCEL 2

Backsight point: 20 5380.30 5359.13  
 Backsight Bearing: N 00°00'00" E Distance: 0.00  
 Remarks:

TYPE	FROM	TO	DIRECTION	DISTANCE	NORTHING	EASTING
INV	20	21	N 01°10'00" E	470.00	5850.20	5368.70
INV	21	23	N 10°37'59" E	621.55	6461.08	5483.39
INV	23	25	N 38°05'40" W	376.43	6757.33	5251.15
INV	25	26	N 49°40'10" E	425.18	7032.51	5575.27
INV	26	27	S 38°42'00" E	244.92	6841.36	5728.41
INV	27	31	S 49°40'15" W	337.77	6622.77	5470.91
INV	31	32	S 38°05'40" E	172.07	6487.35	5577.08
INV	32	22	S 10°38'00" W	118.04	6371.33	5555.29
INV	22	29	S 38°41'60" E	858.29	5701.49	6091.94
INV	29	17	S 06°15'00" W	1037.09	4670.57	5979.03
INV	17	40	S 84°41'50" W	326.95	4640.35	5653.48
INV	40	51	N 06°33'00" E	617.88	5254.20	5723.96
INV	51	50	N 33°20'10" W	120.00	5354.46	5658.02
INV	50	20	N 85°03'30" W	300.00	5380.30	5359.13

Perimeter is: 6026.18

Area is: 877215.97 Square feet 20.1381 Acres

Area has been reset.

PROJECT:  
DESCRIPTION:  
FILE: C:\PCW\GUTTING.CGO  
UNITS: U.S. SURVEY FOOT

Monday, January 19, 2004  
11:16 AM  
PAGE 3

PARCEL 1

INV	7	24	N 46°25'00" W	811.41	5853.71	4768.82
INV	24	23	N 49°38'10" E	937.83	6461.08	5483.39
INV	23	21	S 10°37'59" W	621.55	5850.20	5368.70
INV	21	20	S 01°10'00" W	470.00	5380.30	5359.13
INV	20	50	S 85°03'30" E	300.00	5354.46	5658.02
INV	50	51	S 33°20'10" E	120.00	5254.20	5723.96
INV	51	40	S 06°33'00" W	617.88	4640.35	5653.48
INV	40	15	S 84°41'50" W	200.00	4621.87	5454.34
INV	15	14	N 56°18'10" W	313.50	4795.80	5193.51
INV	14	13	N 30°48'10" W	189.75	4958.78	5096.34
INV	13	12	N 70°46'10" W	102.06	4992.40	4999.98
INV	12	11	N 37°47'40" W	52.32	5033.74	4967.91
INV	11	7	N 56°09'40" E	467.93	5294.31	5356.58

Perimeter is: 5204.24

Area is: 711840.60 Square feet 16.3416 Acres

A developer who wishes to subdivide property shall file an application with the Planning Director. The Planning Director may not accept any application that does not contain all information and documentation required under this Subpart. The application shall be accompanied by a nonrefundable fee in an amount prescribed by the County Commissioners.

**(a) Notice to adjacent property owners**

Applications for administrative, major and minor subdivision approval, including applications for any amendment or revision to an approved or recorded subdivision plat, shall include evidence, satisfactory to the Planning Director, that the applicant has provided written notice of the submission and purpose of the application to all adjacent property owners to the mailing address contained in the State property tax records.

**18-1-164 Effect of Approval of Final Plat.**

After any final plat has been approved in accordance with this Subpart, the word "lot" as applied to any land within the subdivision as finally approved shall be deemed for purposes of this Subtitle to mean a lot as shown on the final plat. Any prior size or configuration of all or any part of the land within such subdivision, or the prior status of any such land as a "lot," is superseded by the final approval.

**18-1-165 Administrative Subdivisions**

All administrative subdivisions shall be reviewed by the Planning Director, unless the Planning Director determines that the administrative subdivision should be seen by the Planning Commission or the applicant requests Planning Commission review and approval.

**18-1-166 Same—Applicability.**

**(a) Applicability.**

§ 18-1-167 through 18-1-171 of this Subtitle apply only to a subdivision that is made for a purpose referred to in § 18-1-167 of this Subtitle and that:

- (1) Involves the replatting, redefining or re-boundarying of at least two (2) but fewer than six (6) existing lots;
- (2) Will provide a number of resulting lots equal to or fewer than the number of existing lots involved in the subdivision;
- (3) Does not affect required improvements or existing covenants or guarantees required under this Subpart; and
- (4) Does not involve the creation of new roads or new rights-of-way.

**(b) Other sections.**



DEPARTMENT OF PLANNING AND ZONING  
 QUEEN ANNE'S COUNTY  
 107 N. LIBERTY STREET  
 CENTREVILLE, MARYLAND 21617

410-758-4088 Permits  
 410-758-3972 Fax  
 410-758-1255 Planning  
 410-758-2905 Fax

**APPLICATION FORM**  
 (INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED)

PROJECT TYPE: *(please check the appropriate project type being submitted)*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Administrative Subdiv. w/Plat   | <input type="checkbox"/> Major Site Plan(Non-Residential) | <input type="checkbox"/> Rezoning             |
| <input type="checkbox"/> Administrative Subdiv. w/o Plat | <input type="checkbox"/> Major Site Plan (Residential)    | <input type="checkbox"/> Sketch Plan (Subdiv) |
| <input type="checkbox"/> Concept Plan                    | <input type="checkbox"/> Major Subdivision                | <input type="checkbox"/> TDR Lift             |
| <input type="checkbox"/> Critical Area Map Amendment     | <input type="checkbox"/> Minor Site Plan                  | <input type="checkbox"/> Amendment            |
| <input type="checkbox"/> Growth Allocation Petition      | <input type="checkbox"/> Minor Subdivision                | <input type="checkbox"/> Sliding Scale        |

DATE OF APPLICATION: \_\_\_\_\_

TAX ACCOUNT No.: \_\_\_\_\_

MAP # \_\_\_\_\_ BLOCK # \_\_\_\_\_ PARCEL # \_\_\_\_\_

LOT # \_\_\_\_\_

PROJECT NUMBER: _____
RECEIPT NUMBER: _____
<i>(For Office Use Only)</i>

**PROJECT APPLICATION INFORMATION**

PROPERTY ADDRESS: \_\_\_\_\_

CURRENT OWNER'S NAME: \_\_\_\_\_

CURRENT OWNER'S ADDRESS: \_\_\_\_\_

CURRENT ZONING DISTRICT: \_\_\_\_\_ PROPOSED ZONING DISTRICT: \_\_\_\_\_  
*(For Rezoning Only)*

*Field - the high lighted areas are supposed to be designated by you -*

COMPANY NAME OF PROPOSED OWNER/CONTRACT PURCHASER: *(if applicable)*

PROPOSED OWNER/CONTRACT PURCHASER: *(if applicable)*

PROPOSED OWNER/CONTRACT PURCHASER ADDRESS:

PROPOSED NAME OF SUBDIVISION/PROJECT:

GROWTH AREA:  Yes  No

IS PROPERTY CURRENTLY ENCUMBERED:  Yes  No

*(If Yes, please check any of the following:)*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Deed Restricted Open Space | <input type="checkbox"/> TDR Open Space | <input type="checkbox"/> Non-Contiguous Open Space |
| <input type="checkbox"/> MALPF                      | <input type="checkbox"/> MET            | <input type="checkbox"/> Rural Legacy              |
|   |   | <input type="checkbox"/> Forest Conservation       |

TDR USED IN THIS APPLICATION:  Yes  No

BRIEF DESCRIPTION OF PROJECT LOCATION: \_\_\_\_\_

BRIEF DESCRIPTION OF PROJECT PROPOSAL: \_\_\_\_\_

DEVELOPER'S NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 DEVELOPER'S ADDRESS: \_\_\_\_\_  
 AGENT'S NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 AGENT'S ADDRESS: \_\_\_\_\_  
 CURRENT OWNER'S PHONE NUMBER: Home \_\_\_\_\_ Work \_\_\_\_\_  
 PROPOSED OWNER'S PHONE NUMBER: Home \_\_\_\_\_ Work \_\_\_\_\_  
 TOTAL SITE ACREAGE: \_\_\_\_\_ TOTAL CRITICAL AREA ACREAGE: \_\_\_\_\_  
 TOTAL UPLAND AREA ACREAGE: \_\_\_\_\_ CRITICAL AREA DESIGNATION: \_\_\_\_\_  
 BUFFER EXEMPT AREA: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 SHORE BUFFER WIDTH: \_\_\_\_\_ (i.e. 50 ft / 100 ft / 300 ft)  
 MASTER WATER & SEWER PLAN AMENDMENT REQUIRED: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 GROWTH AREA DESIGNATION: (circle one) Centreville/ Chester/ Grasonville/ Kent Narrows/ Queenstown/ Stevensville/ NA  
 SEWAGE DISPOSAL: \_\_\_\_\_ Public \_\_\_\_\_ Septic  
 WATER SUPPLY: \_\_\_\_\_ Public \_\_\_\_\_ Well \_\_\_\_\_ Community  
 NEW ROADS PROPOSED: \_\_\_\_\_ County \_\_\_\_\_ Private \_\_\_\_\_ Both \_\_\_\_\_ None  
 IS AREA A HABITAT PROTECTION AREA: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, specify: \_\_\_\_\_

**LOT DEVELOPMENT INFORMATION** (fill in where applicable; indicate with "N/A" if not applicable)  
 NUMBER OF EXISTING LOTS: \_\_\_\_\_ NUMBER OF PROPOSED LOTS: \_\_\_\_\_  
 # Administrative Lots \_\_\_\_\_ # Large Lots (includes reconfigured lots) \_\_\_\_\_ # Sliding Scale Lots \_\_\_\_\_  
 # Cluster Lots \_\_\_\_\_ # Planned Development Lots (Fee Simple) \_\_\_\_\_  
 AVERAGE ACREAGE SIZE OF LOT: \_\_\_\_\_  
 NET BUILDABLE PERMITTED: \_\_\_\_\_ NET BUILDABLE PROPOSED: \_\_\_\_\_  
 OPEN SPACE ACREAGE REQUIRED: \_\_\_\_\_ OPEN SPACE ACREAGE PROVIDED: \_\_\_\_\_  
 INTRA-FAMILY TRANSFER: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 NON-CONTIGUOUS PARCELS: \_\_\_\_\_ Acres of Open Space  
 \_\_\_\_\_ Map No. \_\_\_\_\_ Block No. \_\_\_\_\_ Parcel No.  
 NON-CONTIGUOUS PARCELS: \_\_\_\_\_ Acres of Open Space  
 \_\_\_\_\_ Map No. \_\_\_\_\_ Block No. \_\_\_\_\_ Parcel No.

**SITE PLAN/MIXED USE INFORMATION** (fill in where applicable; indicate with "N/A" if not applicable)  
 PROPOSED USE: \_\_\_\_\_  
 EXISTING FLOOR AREA: \_\_\_\_\_ PROPOSED FLOOR AREA: \_\_\_\_\_  
 MAXIMUM FLOOR AREA PERMITTED: \_\_\_\_\_

EXISTING IMPERVIOUS AREA: \_\_\_\_\_ PROPOSED IMPERVIOUS AREA: \_\_\_\_\_  
 MAXIMUM IMPERVIOUS AREA PERMITTED: \_\_\_\_\_  
 EXISTING LANDSCAPE SURFACE AREA: \_\_\_\_\_  
 PROPOSED LANDSCAPE SURFACE AREA: \_\_\_\_\_  
 REQUIRED PARKING SPACES: \_\_\_\_\_ PROPOSED PARKING SPACES: \_\_\_\_\_  
 \_\_\_\_\_ # APARTMENT UNITS \_\_\_\_\_ # CONDO UNITS  
 \_\_\_\_\_ #COMMERCIAL APARTMENT UNITS \_\_\_\_\_ # TOWNHOME UNITS

**TDR INFORMATION** *(fill in where applicable; indicate with "N/A" if not applicable)*

*(Does not include non-contiguous development)*

NUMBER OF DEVELOPMENT RIGHTS: \_\_\_\_\_ NUMBER OF RIGHTS LIFTED: \_\_\_\_\_  
 AREA DEED RESTRICTED: \_\_\_\_\_ CRITICAL AREA TDR: \_\_\_\_\_  
 MAP NUMBER OF RECEIVING PARCEL: \_\_\_\_\_  
 BLOCK NUMBER OF RECEIVING PARCEL: \_\_\_\_\_  
 PARCEL NUMBER OF RECEIVING PARCEL: \_\_\_\_\_  
 NUMBER OF TDR'S SET DOWN: \_\_\_\_\_  
 OWNER NAME OF RECEIVING PARCEL: \_\_\_\_\_

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME, THE UNDERSIGNED OFFICER, PERSONALLY APPEARED \_\_\_\_\_

KNOWN TO ME (OR SATISFACTORILY PROVEN) TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED THE SAME FOR THE PURPOSES THEREIN CONTAINED. IN WITNESS WHEREOF I HEREUNTO SET MY HAND AND OFFICIAL SEAL.

\_\_\_\_\_  
Notary Public

(d) Planning Commission certificate.

This is to certify that the annexed plat of subdivision/site plan was approved by the Planning Commission of Queen Anne's County on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of Chairman  
or Secretary of Planning Commission)

(e) Surveyor's certificate.

This is to certify that the undersigned, Registered Maryland Land Surveyor No. \_\_\_\_\_, has surveyed and subdivided the property as described and shown on the annexed plat and that such plat is a correct representation of that survey and subdivision. All distances are shown in feet and decimals thereof. All lots meet the requirements of the Queen Anne's County Zoning Ordinance in regard to lot area, width and buildable area.

I further certify that this subdivision is/is not situated within five hundred (500) feet of a surface drain or water course serving a tributary area of 640 acres or more.  
As witness, my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of Surveyor)  
(Typed or printed name of surveyor)  
(Address of surveyor)

(f) County Finance Officer's certificate.

The Finance Officer of Queen Anne's County hereby certifies that there are no delinquent general taxes and no redeemable tax sales against any of the land shown on the annexed plat and that I have received all fees and taxes assessed against such land.

As witness, my signature, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Signature of County Finance Officer)

(g) County Attorney's certificate.

The undersigned, County Attorney for Queen Anne's County, hereby certifies that acceptable surety for required improvements shown on the annexed plat has been furnished in accordance with the Queen Anne's County Zoning Ordinance.

(Signature of County Attorney or Planning Commission Attorney)  
(typed or printed name of attorney)

(h) Public Works certificate.

This is to verify that the annexed plat of subdivision was approved by the Department of Public Works of Queen Anne's County on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Signature)

(i) Environmental Health certificate.

This is to verify that the annexed plan of subdivision was approved by the Environmental Health Department of Queen Anne's County on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Signature)

(j) Planning Department certificate.

This is to certify that the annexed plat of subdivision was approved by the Department of Planning of Queen Anne's County on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Signature of Planning Director)

18-1-188 Same—Administrative review of final plats.

(a) Transmittal.

Within three (3) days after receiving final plat copies, the Planning Director shall forward copies to the Directors of the Department of Public Works, the Department of Health, and the County Soil Conservation Service, and to the County Engineer for their review.

ii. NC-2

- a. Front 35 ft.
- b. Side 20 ft.
- c. Rear 50 ft.

iii. NC-5

- a. Front 35 ft.
- b. Side 20 ft.
- c. Rear 50 ft.

→ from where  
lot takes  
access

reg'd  
setbacks

iv. NC-8

- a. Front 25 ft.
- b. Side (min/total) 8 ft./18 ft.
- c. Rear 35 ft.

v. NC-15

- a. Front 35 ft.
- b. Side (min/total) 8 ft./18 ft.
- c. Rear 50 ft.

vi. NC-20

- a. Front 35 ft.
- b. Side (min/total) 15 ft./35 ft.
- c. Rear 50 ft.

(v) Maximum building height

- 1. Single-family cluster See § 18-1-36.
- 2. Multi-family See § 18-1-36.
- 3. Large-lot subd. See § 18-1-36.

**(c) Partial plats.**

- (1) A developer may request permission to file a final plat covering only a portion of the area included in the preliminary plat. The request shall be in writing, filed with the Planning Director, and contain a statement of all reasons why the request is made.
- (2) The Planning Director and Director of Public Works may accept a partial plat if both determine that such partial plat will not have any negative effect on the continuity of infrastructure, including but not limited to roads, water, sewer, and stormwater.
- (3) The Planning Director's determination is subject to review and approval by the Planning Commission.

**(d) Contents.**

The final plat shall contain all information as required for a preliminary plat. In addition:

- (1) If more than one (1) sheet is used for any plat, each sheet shall be numbered consecutively and shall contain a notation showing the whole number of sheets in the plat and its relation to the other sheets; and
- (2) Open space areas required for the protection of natural resources under Subtitle 1, Part IV, Subpart 2 shall be shown.

**(e) Other documents.**

A final plat may be reviewed but may not be submitted to the Planning Commission for final approval until the developer has filed with the Planning Director:

- (1) Copies of all covenants and restrictions required by this Subtitle, which shall contain a legally sufficient description of the subject property, the name of the subdivision, and a reference to the final plat;
- (2) If the final plat includes public roads, an instrument executed by the owner and in proper form to be recorded among the land records of the County that includes:
  - (i) A statement by which the owner dedicates all roads in the subdivision other than roads approved as private roads to public use;
  - (ii) An offer to convey the roads to the County Commissioners at such time as the County Commissioners by ordinance or resolution agree to accept the roads as part of the County roads system;
  - (iii) A covenant that the offer is irrevocable and may be released only in the same manner as that provided by law for the abandonment or closing of public roads; and

- (iv) An express statement that the County Commissioners and/or the County Roads Board have no responsibility whatsoever for the roads until such time as they are accepted as part of the County roads system by ordinance or resolution.
- (3) If the final plat proposes to discharge treated effluent into, or proposes any construction within, a public waterway or waters otherwise controlled or regulated by any governmental or quasi-governmental agency such as the U.S. Corps of Engineers, the Maryland Division of Water Resources, a drainage district, a sanitary district, or the U.S. Environmental Protection Agency, copies of appropriate permits for the discharge or construction;
- (4) Reports containing an affirmative statement by each agency to whom the subdivision plat has been referred that the subdivision plat meets all requirements with which the particular agency is concerned and that the agency has no recommendations; and
- (5) Proof of completion of all required improvements or a guarantee in accordance with Part VII, Subpart 6 of this Subtitle.

**18-1-187 Same—Required Certifications.**

**(a) In general.**

Every final plat shall contain certificates in substantially the form provided in this Section. The certificate of the owner shall be made by the person(s) who have fee simple title to the property and shall be acknowledged and contain a certificate conforming to the Maryland Uniform Acknowledgments Act.

**(b) Owner's certificate.**

This is to certify that the undersigned is/are the owner(s) of the land described in the annexed plat and that I/we have caused the land to be surveyed and subdivided as indicated thereon for the uses and purposes set forth herein. I/we also certify to the best of my/our knowledge that all recorded and unrecorded easements, restrictions, reservations or covenants have been indicated on the annexed plat. I/we hereby acknowledge and adopt the same as my/our act this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of owner)

(Typed or printed name of owner)

**(c) Uniform Acknowledgments Act.**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_



DEPARTMENT OF PLANNING & ZONING  
QUEEN ANNE'S COUNTY  
107 N. LIBERTY STREET  
CENTREVILLE, MARYLAND 21617

410-758-4088 Permits  
410-758-3972 Fax  
410-758-1255 Planning  
410-758-2905 Fax  
410-758-2126 TDD

GENERAL OVERVIEW  
OF DEVELOPMENT REVIEW PROJECT

APPLICATION PROCESS

The following information outlines the major steps required to complete the *Development Review Project Application Process* for site plans and subdivisions in Queen Anne's County:

- Owner/applicant should contact an engineer or surveyor to complete the required applications and plat work for specific Project Types as identified in the *General Definition* section of this application.
- Applications, plats, deeds, and supporting documentation need to be submitted completed to the Planning Office (410-758-1255). **Incomplete development applications submitted will not be accepted or moved forward through the formal development review cycle.**
- If property is not served by public sewer, the owner/applicant should contact the Department of Environmental Health (410-758-2281) to verify existing soils percolation test results or make arrangements to have required testing completed on the development site. Please note that the location and approval of sewage reserve areas is necessary to establish the viability of a development proposal and will have a major impact on lot configuration.
- Projects within the Chesapeake Bay Critical Area must also complete the attached Chesapeake Bay Critical Area Commission Application and address the specifics as outlined in the attached Critical Area Requirements. If appropriate, a Critical Area Water Dependent Facilities Requirement Sheet must also be completed.
- Regulated projects under Article X of the 1994 Queen Anne's County Zoning Ordinance (Forest Conservation Act) and Subdivision Regulations must complete the attached Forest Conservation Worksheet and address the specifics as outlined in the requirements for Forest Stand Delineation and Forest Conservation Plans. This work must be done by a certified forester or other qualified professional recognized by the Maryland Department of Natural Resources.
- Copies of the application, plat and supporting documentation that are submitted to the Planning Office may be sent to the following County departments and governmental agencies (if applicable) for their review and comment:

Bay Bridge Airport Administration  
QAC Board of Education  
Chesapeake Bay Critical Area Commission  
Environmental Health  
Federal Aviation Admin. (*Engineer's Responsibility*)  
QAC Finance Dept.  
QAC Planning Commission Attorney  
MD Aviation Admin. (*Engineer's Responsibility*)  
911 Address Administrator

QAC Dept. of Planning and Zoning  
QAC Dept of Parks and Recreation  
QAC Dept. of Public Works  
-Sanitary District  
-County Roads Division  
-Local Volunteer Fire Department  
MD Soil Conservation Service  
MD State Highway Administration (Balt.)

- If a project requires public water and sewer, a Sketch and Concept Plan may need to be submitted for Planning Commission and Sanitary Commission approval.
- Projects not requiring public water and sewer, a Sketch and Concept Plan would be a method of prompt consideration and determination by the Planning Commission. The applicant is not required to furnish all information otherwise required for a formal review of the proposed project.
- A pre-application meeting between the applicant and Planning Department staff to discuss the proposal and determine minimum submittal requirements is suggested.

#### **Major Subdivisions and Major Site Plans Process**

- Following review of a project by the various County departments and agencies, their comments are returned to the Planning Office and a Staff Report is prepared for an upcoming STAC (*Staff Technical Advisory Committee*) meeting (*see Development Review Schedule*). The engineer, owner and/or applicant will be required to attend the STAC meeting to discuss the project and comments with representatives from each department and agency. Comments will specifically identify issues and concerns that need to be addressed.
- The engineer completes additional work on the submittal/plats as required by the comments and resubmits (per the Development Review Schedule) information to the Planning Office for additional review. Copies of revised information are resubmitted to all County departments and agencies requiring specific alterations or additional information. A second and third STAC meeting may be necessary. The process continues until all issues and concerns have been adequately addressed.
- Once the STAC process is completed, the project would be scheduled for a 25-Day Submittal (*per the Development Review Schedule*) in preparation for Planning Commission review. The project is then scheduled for a Planning Commission meeting (*see Planning Commission Schedule*) and the engineer is required to attend.
- If the project is approved by the Planning Commission, a letter will be submitted to the engineer and applicant informing them of the official decision, which may contain conditions. Once all conditions are met on a *subdivision* submittal, three (3) mylars and

seven (7) paper copies, sized at 18" x 24" folded, are required for final Planning Commission signatures and recordation. *Site plans* require just four (4) paper copies (no mylars).

- Once the subdivision is recorded, the Planning Office will submit a copy of the recorded information to the Tax Assessment Office (410-758-5030) for adjustment to their records. (Site plans are not recorded.) A tax account number from the Tax Assessment Office will be required before a building permit can be issued. **The Zoning Office (410-758-4088) is responsible for handling all issues related to building permits.**

#### Administrative/Minor Site Plan Process

- Following review of a project by the various County departments and agencies, their comments are returned to the Planning Office. A letter detailing these comments is sent to the engineer, owner and/or applicant. This letter will specifically identify issues and concerns that need to be addressed before the project can move forward for final approval.
- The engineer completes additional work to the submittal/plats as required by the comments and resubmits information to the Planning Office for additional review. Copies of revised plats are resubmitted to all departments and agencies requiring specific alterations or additional information. The process continues until all issues and concerns have been adequately addressed.
- Once addressed, three (3) mylars and seven (7) paper copies, sized at 18" x 24" and folded, are required for final submittal. After they are approved and signed by the Planning Director, a letter is sent to the engineer, owner and/or applicant to schedule an appointment to record the subdivision in the Queen Anne's County Land Records.
- After recordation, the Planning Office will submit a copy of the recorded information to the Tax Assessment Office (410-758-5030) for adjustment to their records. A tax account number from the Tax Assessment Office will be required before a building permit can be issued. **The Zoning Office (410-758-4088) is responsible for handling all issues related to building permits.**

## **General Definition of Project Types:**

*(Reference: Title 18—Land Use Development and Title 14—Environmental Protection)*

### **Administrative Subdivision with Plat**

*(Reference: Title 18, Subtitle 1 – Zoning and Subdivision Regulations, Part IX, Subpart 5 – Subdivisions, 18-1-228 to 18-1-242)*

An Administrative Subdivision is the replatting, redefining or reboundarying of two (2) or more existing lots of record. Except under special circumstances, an Administrative Subdivision is reviewed by the Planning Staff and approved by the Planning Director, and does not require the approval of the Planning Commission.

### **Administrative Subdivision w/o Plat**

*(Reference: Title 18, Subtitle 1 – Zoning and Subdivision Regulations, Part IX, Subpart 5 – Subdivisions, 18-1-242)*

An Administrative Subdivision without a plat is the replatting, redefining or reboundarying of two (2) or more existing lots of record which existed in developments platted prior to April 9, 1987. This subdivision technique does not require a **current** subdivision plat. **All requirements** of Section 18-1-242 must be met to use this subdivision process.

### **Concept Plan**

*(Reference: Title 18, Subtitle 1 – Zoning and Subdivision Regulations, Part IX, Subpart 4 – Site Plans, 18-1-211)*

A Concept Plan provides a method for prompt consideration of matters relating to a site plan that requires guidance on specific development issues for consideration by the Planning Commission without subjecting an owner to the expense of furnishing all required information under Sections 18-1-216 through 18-1-218 of the County Code.

### **Rezoning Petitions and Critical Area Map Amendments**

*(Reference: Title 14, Part VII, Subpart 2 – Special Provisions Relating to Development Area Classification and Other Amendments in the Critical Area District, 14-171 through 14-174; and Title 18, Subtitle 1 – Zoning and Subdivision Regulations, Part IX, Subpart 8 – Amendment to Subtitles, 18-1-292 through 18-1-300)*

Map amendments involve a change of one or more district boundaries as shown on the Queen Anne's County zoning map or critical area map and/or a change in the zoning classification of a specific property. A critical area map amendment may include a change of the development area classification or an amendment to the critical area boundary or buffer exempt areas. All Critical Area Map Amendments must be submitted to the County Commissioner's office.

### **Growth Allocation Petition**

*(Reference: Title 14, Part VII, Subpart 3 – Growth Allocation, 14-176 through 14-177)*

Growth Allocation refers to an area of land calculated as five percent of total resource conservation area designated land within the critical area (excluding tidal wetlands and federally owned land), that the County Commissioners may convert to more intensely developed areas, on a project-by-project basis. A Growth Allocation Petition allows the property owner to request

growth allocation from the County Commissioners in order to amend the development area classification of the property on the official Critical Area Maps.

### **Site Plans**

*(Reference: Title 18, Subtitle 1 – Zoning and Subdivision Regulations, Part IX, Subpart 4 – Site Plans, 18-1-207 through 18-1-225)*

Site plans are a graphic depiction of proposed and existing features such as structures, impervious areas, ingress/egress points, parking and landscaped areas.

- **Minor Site Plan**

A Minor Site Plan involves only duplex planned development units; or an addition to an existing nonresidential building built after April 9, 1987 that will cover 20% or less of the permitted floor area or results in the creation of 5,000 square feet or less of additional floor area (whichever is greater); or a permitted nonresidential use that covers 25% or less than the allowed floor area and whose additional impervious area does not exceed 50% of the permitted impervious area. Except under special circumstances, a Minor Site Plan is reviewed by the Planning Staff and other required County agencies, and approved by the Planning Director. It does not require the approval of the Planning Commission.

- **Major Site Plan (Non-Residential and Residential)**

A Major Site Plan is any site plan other than a minor site plan.

### **Minor Subdivision Plan**

*(Reference: Title 18, Subtitle 1 – Zoning and Subdivision Regulations, Part IX, Subpart 5 – Subdivisions, 18-1-228 through 18-1-262)*

A Minor Subdivision involves the subdivision of land into no more than five (5) lots, including the creation of any required easements or rights-of-way. Except under special circumstances, a Minor Subdivision Plan is reviewed by the Planning Staff and approved by the Planning Director, and does not require the approval of the Planning Commission.

### **Sliding Scale Subdivision**

*(Reference: Title 18, Subtitle 1 – Zoning and Subdivision Regulations, Part V, Subpart 2 – Residential Standards, 18-1-041)*

A Sliding Scale is a form of Minor Subdivision which allows a property owner to create a limited number of residential building lots on properties zoned either Agricultural or Countryside. The number of lots (including the residual parcel) shall not exceed two (2) lots for the first 100 acres of a parcel and one (1) lot for each additional 100 acres or part thereof. This subdivision technique may not be viable if the property is encumbered by existing easements and/or covenants.

### **Major Subdivision Plan**

*(Reference: Title 18, Subtitle 1 – Zoning and Subdivision Regulations, Part IX, Subpart 5 – Subdivisions, 18-1-228 through 18-1-262)*

A Major Subdivision is any subdivision other than a Minor Administrative Subdivision or Minor Subdivision. A Major Subdivision involves the subdivision of land into more than five (5) lots, is served by public roads and must be approved by the Planning Commission.

### **Sketch Plan Subdivision**

*(Reference: Title 18, Subtitle 1 – Zoning and Subdivision Regulations, Part IX, Subpart 5 – Subdivisions, 18-1-248 through 18-1-249)*

A Sketch Plan provides a method for prompt consideration of matters relating to a subdivision that require consideration by the Planning Commission. These matters include shore buffer reductions, master water and sewer plan amendments and growth allocation. A Sketch Plan plat includes a graphic depiction of all existing and proposed structures, roads, impervious areas, setbacks, parking and buffer yards. It also contains base site area and site capacity calculations and will list the resources that require protection.

### **TDR Application**

*(Reference: Title 18, Subtitle 1 – Zoning and Subdivision Regulations, Part VIII, Subpart 3 – Transferable Development Rights, 18-1-145 through 18-1-153)*

Transfer of Development Rights or TDRs involve the transfer of development rights from a “transferor parcel” to a “receiving parcel” in order to increase residential or nonresidential development potential on the receiving parcel while creating areas of open space on the transferor parcel and protecting agricultural lands. Development rights are transferred from the transferor parcel (located in the agricultural or countryside district) to the receiving parcel. The receiving parcel may be located in any zoning district except the agricultural (AG) or noncritical area neighborhood conservation (NC) districts, which is located in a growth subarea. Parcels located in the countryside (CS) or neighborhood conservation districts (NC), which are located within the Critical Area as well, are also eligible for receiving parcel designation.

*Revised 11/6/01*

*H:\PlanShared\APPLICATION FORMS\Application Process Overview.doc*



DEPARTMENT OF PLANNING AND ZONING
QUEEN ANNE'S COUNTY
107 N. LIBERTY STREET
CENTREVILLE, MARYLAND 21617

410-758-4088 Permits
410-758-3972 Fax
410-758-1255 Planning
410-758-2905 Fax

APPLICATION FORM
(INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED)

PROJECT TYPE: (please check the appropriate project type being submitted)

- Administrative Subdiv. w/Plat
Administrative Subdiv. w/o Plat
Concept Plan
Critical Area Map Amendment
Growth Allocation Petition
Major Site Plan(Non-Residential)
Major Site Plan (Residential)
Major Subdivision
Minor Site Plan
Minor Subdivision
Rezoning
Sketch Plan (Subdiv)
TDR Lift
Amendment
Sliding Scale

DATE OF APPLICATION:

TAX ACCOUNT No.:

MAP # BLOCK # PARCEL #

LOT #

PROJECT NUMBER:
RECEIPT NUMBER:
(For Office Use Only)

PROJECT APPLICATION INFORMATION

PROPERTY ADDRESS:

CURRENT OWNER'S NAME:

CURRENT OWNER'S ADDRESS:

CURRENT ZONING DISTRICT: PROPOSED ZONING DISTRICT:
(For Rezoning Only)

COMPANY NAME OF PROPOSED OWNER/CONTRACT PURCHASER: (if applicable)

PROPOSED OWNER/CONTRACT PURCHASER: (if applicable)

PROPOSED OWNER/CONTRACT PURCHASER ADDRESS:

PROPOSED NAME OF SUBDIVISION/PROJECT:

GROWTH AREA: Yes No

IS PROPERTY CURRENTLY ENCUMBERED: Yes No

(If Yes, please check any of the following:)

- Deed Restricted Open Space TDR Open Space Non-Contiguous Open Space
MALPF MET Rural Legacy Forest Conservation

TDR USED IN THIS APPLICATION: Yes No

BRIEF DESCRIPTION OF PROJECT LOCATION:

BRIEF DESCRIPTION OF PROJECT PROPOSAL:

DEVELOPER'S NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 DEVELOPER'S ADDRESS: \_\_\_\_\_  
 AGENT'S NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 AGENT'S ADDRESS: \_\_\_\_\_  
 CURRENT OWNER'S PHONE NUMBER: Home \_\_\_\_\_ Work \_\_\_\_\_  
 PROPOSED OWNER'S PHONE NUMBER: Home \_\_\_\_\_ Work \_\_\_\_\_  
 TOTAL SITE ACREAGE: \_\_\_\_\_ TOTAL CRITICAL AREA ACREAGE: \_\_\_\_\_  
 TOTAL UPLAND AREA ACREAGE: \_\_\_\_\_ CRITICAL AREA DESIGNATION: \_\_\_\_\_  
 BUFFER EXEMPT AREA: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 SHORE BUFFER WIDTH: \_\_\_\_\_ (i.e. 50 ft / 100 ft / 300 ft)  
 MASTER WATER & SEWER PLAN AMENDMENT REQUIRED: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 GROWTH AREA DESIGNATION: (circle one) Centreville/ Chester/ Grasonville/ Kent Narrows/ Queenstown/ Stevensville/ NA  
 SEWAGE DISPOSAL: \_\_\_\_\_ Public \_\_\_\_\_ Septic  
 WATER SUPPLY: \_\_\_\_\_ Public \_\_\_\_\_ Well \_\_\_\_\_ Community  
 NEW ROADS PROPOSED: \_\_\_\_\_ County \_\_\_\_\_ Private \_\_\_\_\_ Both \_\_\_\_\_ None  
 IS AREA A HABITAT PROTECTION AREA: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, specify: \_\_\_\_\_

**LOT DEVELOPMENT INFORMATION**

(fill in where applicable; indicate with "N/A" if not applicable)

NUMBER OF EXISTING LOTS: \_\_\_\_\_ NUMBER OF PROPOSED LOTS: \_\_\_\_\_  
 \_\_\_\_\_ # Administrative Lots \_\_\_\_\_ # Large Lots (includes reconfigured lots) \_\_\_\_\_ # Sliding Scale Lots  
 \_\_\_\_\_ # Cluster Lots \_\_\_\_\_ # Planned Development Lots (Fee Simple)  
 AVERAGE ACREAGE SIZE OF LOT: \_\_\_\_\_  
 NET BUILDABLE PERMITTED: \_\_\_\_\_ NET BUILDABLE PROPOSED: \_\_\_\_\_  
 OPEN SPACE ACREAGE REQUIRED: \_\_\_\_\_ OPEN SPACE ACREAGE PROVIDED: \_\_\_\_\_  
 INTRA-FAMILY TRANSFER: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 NON-CONTIGUOUS PARCELS: \_\_\_\_\_ Acres of Open Space  
 \_\_\_\_\_ Map No. \_\_\_\_\_ Block No. \_\_\_\_\_ Parcel No.  
 NON-CONTIGUOUS PARCELS: \_\_\_\_\_ Acres of Open Space  
 \_\_\_\_\_ Map No. \_\_\_\_\_ Block No. \_\_\_\_\_ Parcel No.

**SITE PLAN/MIXED USE INFORMATION**

(fill in where applicable; indicate with "N/A" if not applicable)

PROPOSED USE: \_\_\_\_\_  
 EXISTING FLOOR AREA: \_\_\_\_\_ PROPOSED FLOOR AREA: \_\_\_\_\_  
 MAXIMUM FLOOR AREA PERMITTED: \_\_\_\_\_

EXISTING IMPERVIOUS AREA: \_\_\_\_\_

PROPOSED IMPERVIOUS AREA: \_\_\_\_\_

MAXIMUM IMPERVIOUS AREA PERMITTED: \_\_\_\_\_

EXISTING LANDSCAPE SURFACE AREA: \_\_\_\_\_

PROPOSED LANDSCAPE SURFACE AREA: \_\_\_\_\_

REQUIRED PARKING SPACES: \_\_\_\_\_

PROPOSED PARKING SPACES: \_\_\_\_\_

\_\_\_\_\_ # APARTMENT UNITS

\_\_\_\_\_ # CONDO UNITS

\_\_\_\_\_ #COMMERCIAL APARTMENT UNITS

\_\_\_\_\_ # TOWNHOME UNITS

**TDR INFORMATION**

*(fill in where applicable; indicate with "N/A" if not applicable)*

**(Does not include non-contiguous development)**

NUMBER OF DEVELOPMENT RIGHTS: \_\_\_\_\_

NUMBER OF RIGHTS LIFTED: \_\_\_\_\_

AREA DEED RESTRICTED: \_\_\_\_\_

CRITICAL AREA TDR: \_\_\_\_\_

MAP NUMBER OF RECEIVING PARCEL: \_\_\_\_\_

BLOCK NUMBER OF RECEIVING PARCEL: \_\_\_\_\_

PARCEL NUMBER OF RECEIVING PARCEL: \_\_\_\_\_

NUMBER OF TDR'S SET DOWN: \_\_\_\_\_

OWNER NAME OF RECEIVING PARCEL: \_\_\_\_\_

**GENERAL FOREST PROTECTION INFORMATION**

*(This Page is Required by Queen Anne's County)*

*(fill in where applicable; indicate with "N/A" if not applicable)*

TOTAL SITE ACREAGE: \_\_\_\_\_

UPLAND NET TRACT AREA *(in acres)*: \_\_\_\_\_

UPLAND EXISTING FOREST *(in acres)*: \_\_\_\_\_

UPLAND PROPOSED CLEARING *(in acres)*: \_\_\_\_\_

UPLAND REMAINING FOREST *(in acres)*: \_\_\_\_\_

UPLAND CONSERVATION REQUIRED *(in acres)*: \_\_\_\_\_

UPLAND CONSERVATION PROVIDED: \_\_\_\_\_

UPLAND REFORESTATION ACREAGE: \_\_\_\_\_

UPLAND AFFORESTATION ACREAGE: \_\_\_\_\_

CRITICAL NET TRACT AREA *(in acres)* & TYPE: \_\_\_\_\_

CRITICAL AREA EXISTING FOREST *(in acres)*: \_\_\_\_\_

CRITICAL AREA PROPOSED CLEARING *(in acres)*: \_\_\_\_\_

CRITICAL AREA REMAINING FOREST *(in acres)*: \_\_\_\_\_

CRITICAL AREA CONSERVATION REQUIRED *(in acres)*: \_\_\_\_\_

CRITICAL AREA CONSERVATION PROVIDED: \_\_\_\_\_

CRITICAL AREA REFORESTATION ACREAGE: \_\_\_\_\_

CRITICAL AREA AFFORESTATION ACREAGE: \_\_\_\_\_

WATERSHED NAME: \_\_\_\_\_

SUBWATER SHED #: \_\_\_\_\_

BUFFER MANAGEMENT PLAN: \_\_\_\_\_ Yes *(Attached)* \_\_\_\_\_ No

FOREST MANAGEMENT PLAN: \_\_\_\_\_ Yes *(Attached)* \_\_\_\_\_ No

**FOREST INFORMATION**

*(This Separate Page is Required by the State)*

*(fill in where applicable; indicate with "N/A" if not applicable)*

EXEMPTION TYPE: \_\_\_\_\_

*(provide appropriate Section Number of the Queen Anne's County Code - Subtitle 2)*

PROJECT/REGULATED ACTIVITY TYPE: (Circle One) **Intrafamily Transfer / Single Lot / Other**

APPROVAL DATE: \_\_\_\_\_

INTENDED LAND USE TYPE: (Circle One) **Subdivision / Site Plan / Grading / Sediment Control Permit**

PROJECT LOCATION - SUBWATERSHED NUMBER: \_\_\_\_\_

PROJECT LOCATION - MD GRID NORTH: \_\_\_\_\_

PROJECT LOCATION - MD GRID EAST: \_\_\_\_\_

NET TRACK AREA *(in acres)*: \_\_\_\_\_

DISTURBANCE AREA - TOTAL AREA *(in acres)*: \_\_\_\_\_

DISTURBANCE AREA - SENSITIVE AREA *(in acres)*: \_\_\_\_\_

DISTURBANCE AREA - % OF SENSITIVE AREA *(provide percentage)*: \_\_\_\_\_

EXISTING FOREST AREA *(in acres)*: \_\_\_\_\_

FOREST AREA RETAINED ON-SITE *(in acres)*: \_\_\_\_\_

FOREST AREA RETAINED OFF-SITE *(in acres)*: \_\_\_\_\_

AMOUNT OF FOREST CLEARED *(in acres)*: \_\_\_\_\_

REFORESTATION ACREAGE ON-SITE *(in acres)*: \_\_\_\_\_

REFORESTATION ACREAGE OFF-SITE *(in acres)*: \_\_\_\_\_

AFFORESTATION ACREAGE ON-SITE *(in acres)*: \_\_\_\_\_

AFFORESTATION ACREAGE OFF-SITE *(in acres)*: \_\_\_\_\_

OFF-SITE LOCATION FOR REFORESTATION/AFFORESTATION-MD GRID NORTH: \_\_\_\_\_

OFF-SITE LOCATION FOR REFORESTATION/AFFORESTATION-MD GRID EAST: \_\_\_\_\_

TOTAL LONG-TERM PROTECTION ACREAGE *(in acres)*: \_\_\_\_\_

TOTAL LONG-TERM SENSITIVE AREA PROTECTION ACREAGE *(in acres)*: \_\_\_\_\_

PERCENT SENSITIVE AREA UNDER LONG-TERM PROTECTION *(provide percentage)*: \_\_\_\_\_

AMOUNT OF BOND POSTED *(dollar amount)*: \_\_\_\_\_

LENGTH IN FEET OF STREAM BUFFER ESTABLISHED: \_\_\_\_\_

WIDTH IN FEET OF STREAM BUFFER ESTABLISHED: \_\_\_\_\_

Chesapeake Bay Critical Area Commission  
45 Calvert Street, 2nd Floor  
Annapolis, Maryland 21401  
1-410-260-7516

Notification of Project Application

Jurisdiction: Queen Anne's County

Date: \_\_\_\_\_

Name of Project (site/subdivision name, etc.) \_\_\_\_\_

Local Case Number: \_\_\_\_\_

Project Location/Address: \_\_\_\_\_

Tax Map# \_\_\_\_\_ Block# \_\_\_\_\_ Lot# \_\_\_\_\_ Parcel# \_\_\_\_\_

Type of Application:  
(Select all applicable)

Type of Project:  
(Select all applicable)

Current Use:  
(Select all applicable)

- Subdivision
- Site Plan
- Variance:  
Buffer \_\_\_\_\_ Slope \_\_\_\_\_  
Imp. Surf. \_\_\_\_\_ Other \_\_\_\_\_
- Condition Use
- Rezoning
- Grading Permit
- Bldg. Permit
- Special Exception
- Intrafamily
- Growth Allocation
- Others

- Residential
- Commercial
- Water Dependent  
Facility/Pier/Marine
- Industrial
- Mixed Use
- Redevelopment
- Shore Erosion Protection
- Agriculture
- Others \_\_\_\_\_  
Ex. PUD

- Commercial
- Residential
- Farmland
- Forest/Buffer/WLand
- Industrial
- Institutional
- Open Space/Recre.
- Surface Mining
- Vacant
- Water Dependent  
Facility/Pier/Marina
- Accessory Structure
- Others

Describe proposed use of project site:

Site Inventory Of Area Only In The Critical Area

IDA Acres \_\_\_\_\_  
LDA Acres \_\_\_\_\_  
RCA Acres \_\_\_\_\_  
Total Acres In Critical Area \_\_\_\_\_  
Agricultural Land \_\_\_\_\_  
Existing Forest/Woodland/Trees \_\_\_\_\_  
Existing Impervious Surface \_\_\_\_\_  
Growth Allocation Deduction \_\_\_\_\_  
RCA to LDA \_\_\_\_\_  
RCA to IDA \_\_\_\_\_  
LDA to IDA \_\_\_\_\_

Area Disturbed \_\_\_\_\_  
No. Lots Created \_\_\_\_\_  
Lot Size Range From \_\_\_\_\_ To \_\_\_\_\_  
Average Lot Size \_\_\_\_\_  
No. Dwelling Units \_\_\_\_\_  
Forest/Woodland/Trees Removed \_\_\_\_\_  
Proposed Impervious Surface \_\_\_\_\_

Local Jurisdiction Contact Person: \_\_\_\_\_

Telephone Number: 1-410-758-1255

Response From Commission required By: \_\_\_\_\_

**QUEEN ANNE'S COUNTY FOREST CONSERVATION WORKSHEET**  
Version 1.1

**Net Tract Area**

- A. Total tract area A=
- B. Area within 100-year floodplain B=
- C. Area to remain in agricultural production C=
- D. Net tract area  $D = A - B - C$  D=

**Land Use Category** (From Table 3.2.1, page 13 in *Queen Anne's County Manual*)

- E. Afforestation threshold  $E = D \times \underline{\hspace{1cm}}\%$  E=
- F. Conservation threshold  $F = D \times \underline{\hspace{1cm}}\%$  F=

**Existing Forest Cover**

- G. Existing forest cover (excluding floodplain) G=
- H. Area of forest above afforestation threshold H=
  - (1) If  $G \leq E$  then  $H = 0$  and  $I = 0$ , go to L
  - (2) If  $G > E$  then  $H = G - E$ , go to I
- I. Area of forest above conservation threshold I=
  - (1) If  $G \leq F$  then  $I = 0$ , go to L
  - (2) If  $G > F$  then  $I = G - F$ , go to J

**Break Even Point**

- J. Forest retention above threshold with no mitigation J=
  - (1) If  $I > 0$  then  $J = (0.2 \times I) + F$ , go to K
  - (2) If  $I = 0$ ,  $J = 0$ , go to L
- K. Clearing permitted without mitigation  $K = G - L$  K=

**Proposed Forest Clearing**

- L. Total area of forest to be cleared L=
- M. Total area of forest to be retained  $M = G - L$  M=

**Planting Requirements**

- N. Reforestation for clearing above the conservation threshold N=
  - (1) If  $L = K$  then  $N = 0$ ,  $P = 0$ ,  $Q = 0$ ,  $R = 0$ ,  $S = 0$ , go to T
  - (2) If  $M > F$  then  $N = L \times 0.25$ ,  $P = 0$ , go to Q
  - (3) If  $M \leq F$  then  $N = I \times 0.25$ , go to P
- P. Reforestation for clearing below the conservation threshold P=
  - (1) If  $G > F$  and  $M > F$  then  $P = 0$ ,  $Q = 0$ , go to R
  - (2) If  $G > F$  and  $M \leq F$  then  $P = 2.0 \times (F - M)$ ,  $Q = 0$ , go to R
  - (3) If  $G \leq F$  then  $P = 2.0 \times L$ ,  $Q = 0$ , go to R
- Q. Credit for retention above the conservation threshold Q=
  - (1) If  $M > F$  then  $Q = M - F$ , go to R
  - (2) If  $M \leq F$  then  $Q = 0$ , go to R
- R. Total reforestation required R=
  - (1) If  $Q > N$  and  $M > E$  then  $R = 0$ ,  $S = 0$ , go to T
  - (2) If  $Q \leq N$  and  $M > E$  then  $R = (N + P) - Q$ ,  $S = 0$ , go to T
  - (3) If  $Q \leq N$  and  $M \leq E$  then  $R = N + P$ , go to S
- S. Total afforestation required S=
  - (1) If  $G < E$  and  $M < E$  then  $S = E - G$ , go to T
  - (2) If  $G < E$  and  $M = E$  then  $S = 0$ , go to T
- T. Total reforestation and afforestation required  $T = R + S$  T=

**NOTE: USE 0 FOR ALL NEGATIVE NUMBERS THAT RESULT FROM THE CALCULATIONS.**

QUEEN ANNE'S COUNTY  
Department of Public Works  
Department of Planning & Zoning

**RESIDENTIAL DEVELOPMENT PLAN**

(When using non-contiguous, please also see "Other Dev. Review Fees" form.)

**REVIEW FEE COMPUTATION AND FEE SUMMARY SHEET**

<u>Project Name</u>	<u>P&amp;Z Project No</u>	<u>DPW Job Code</u>
---------------------	---------------------------	---------------------

Department of Planning and Zoning Development Review Fee Schedule					
√	Application Type	Base Fee	Per Lot Fee	Number of Lots	Amount of Fee
<input type="checkbox"/>	Administrative Subdivision w/o Plat	\$100	\$0		\$
<input type="checkbox"/>	Administrative Subdivision	\$250	\$50		\$
<input type="checkbox"/>	Sliding Scale Subdivision	\$350	\$75		\$
<input type="checkbox"/>	Minor Subdivision	\$500	\$100		\$
<input type="checkbox"/>	Sketch Plan	\$1,000	\$50		\$
<input type="checkbox"/>	Preliminary Subdivision	\$2,000	\$50		\$
<input type="checkbox"/>	Final Subdivision	\$1,000	\$50		\$
<b>Total Planning &amp; Zoning Fee</b>					\$

Department of Public Works Development Review Fee Schedule					
√	Application Type	Base Fee	Per Lot Fee	Number of Lots	Amount of Fee
<input type="checkbox"/>	Administrative Subdivision w/o Plat	\$0	\$0		\$
<input type="checkbox"/>	Administrative Subdivision	\$250	\$25		\$
<input type="checkbox"/>	Sliding Scale Subdivision	\$250	\$25		\$
<input type="checkbox"/>	Minor Subdivision	\$500	\$25		\$
<input type="checkbox"/>	Sketch Plan	\$250	\$25		\$
<input type="checkbox"/>	Preliminary Subdivision	\$500	\$50		\$
<input type="checkbox"/>	Final Subdivision	\$750	\$75		\$
<b>Total Public Works Fee</b>					\$

<b>Total All Fees</b>	\$
-----------------------	----

Please make development review fee checks payable to the Commissioners of Queen Anne's County. Fees are due when the initial plan submittal is made to the Department and Planning & Zoning.

\*The Queen Anne's County Commissioners, with the recommendation of the Economic Development Commission, may exempt development review fees for qualified Economic Development projects provided the Commissioners determine the Economic Development project will provide a significant economic benefit to Queen Anne's County in terms of:

1. Number of Quality Jobs created;
2. An increase in the tax base; or,
3. Diversity in the work place.

\*\*The Directors of the Departments of Planning & Zoning and/or Public Works may waive part/all fees that are determined to be duplicative or significantly in excess of the cost to provide the Department(s) development review services.

\*\*\*Major subdivision applications that do not require public water/sewer and are not located in the Critical Area will be discounted 20% of required development review fees.

**QUEEN ANNE'S COUNTY**  
 Department of Public Works  
 Department of Planning & Zoning

**MIXED-USE/PLANNED-USE DEVELOPMENT PLAN**

**(This form to be used in planned development where there exist both commercial development and creation of new lots as part of the same application)**

**REVIEW FEE COMPUTATION AND FEE SUMMARY SHEET**

<u>Project Name</u>	<u>P&amp;Z Project No</u>	<u>DPW Job Code</u>
---------------------	---------------------------	---------------------

Department of Planning & Zoning Development Review Schedule							
<input checked="" type="checkbox"/>	Application Type	Base Fee	Per Lot Fee	No of Lots	Per Sq Ft Floor Area	Sq Ft Floor Area	Amount of Fee
<input type="checkbox"/>	Concept (site plans)/Sketch Plan (subdiv.)	\$1,000	\$50		\$0.05		\$
<input type="checkbox"/>	Preliminary Plan	\$2,000	\$50		\$0.25		\$
<input type="checkbox"/>	Final Plan	\$1,000	\$50		\$0.75		\$
<b>Total Planning &amp; Zoning Fees</b>							\$

Department of Public Works Development Review Fee Schedule							
<input checked="" type="checkbox"/>	Application Type	Base Fee	Per Lot Fee	No of Lots	Per Sq Ft Floor Area	Sq Ft Floor Area	Amount of Fee
<input type="checkbox"/>	Concept (site plans)/Sketch Plan (subdiv.)	\$250	\$25		\$0.02		\$
<input type="checkbox"/>	Preliminary Plan	\$500	\$50		\$0.03		\$
<input type="checkbox"/>	Final Plan	\$750	\$75		\$0.03		\$
<b>Total Public Works Fees</b>							\$

<b>Total Fee Amount</b>	\$
-------------------------	----

Please make development review fee checks payable to the Commissioners of Queen Anne's County. Fees are due when the initial plan submittal is made to the Department and Planning & Zoning.

\*The Queen Anne's County Commissioners, with the recommendation of the Economic Development Commission, may exempt development review fees for qualified Economic Development projects provided the Commissioners determine the Economic Development project will provide a significant economic benefit to Queen Anne's County in terms of:

1. Number of Quality Jobs created;
2. An increase in the tax base; or,
3. Diversity in the work place.

\*\*The Directors of Planning & Zoning and/or Public Works may waive part/all fees that are determined to be duplicative or significantly in excess of the cost to provide the Department(s) development review services.

\*\*\*Major subdivision applications that do not require public water/sewer and are not located in the Critical Area will be discounted 20% of required development review fees.

QUEEN ANNE'S COUNTY  
 Department of Public Works  
 Department of Planning & Zoning

**MIXED-USE/PLANNED-USE DEVELOPMENT PLAN**

(This form to be used in planned development where there exist both commercial development and creation of new lots as part of the same application)

**REVIEW FEE COMPUTATION AND FEE SUMMARY SHEET**

<u>Project Name</u>	<u>P&amp;Z Project No</u>	<u>DPW Job Code</u>
---------------------	---------------------------	---------------------

Department of Planning & Zoning Development Review Schedule							
	Application Type	Base Fee	Per Lot Fee	No of Lots	Per Sq Ft Floor Area	Sq Ft Floor Area	Amount of Fee
<input checked="" type="checkbox"/>							
<input type="checkbox"/>	Concept (site plans)/Sketch Plan (subdiv.)	\$1,000	\$50		\$0.05		\$
<input type="checkbox"/>	Preliminary Plan	\$2,000	\$50		\$0.25		\$
<input type="checkbox"/>	Final Plan	\$1,000	\$50		\$0.75		\$
<b>Total Planning &amp; Zoning Fees</b>							<b>\$</b>

Department of Public Works Development Review Fee Schedule							
	Application Type	Base Fee	Per Lot Fee	No of Lots	Per Sq Ft Floor Area	Sq Ft Floor Area	Amount of Fee
<input checked="" type="checkbox"/>							
<input type="checkbox"/>	Concept (site plans)/Sketch Plan (subdiv.)	\$250	\$25		\$0.02		\$
<input type="checkbox"/>	Preliminary Plan	\$500	\$50		\$0.03		\$
<input type="checkbox"/>	Final Plan	\$750	\$75		\$0.03		\$
<b>Total Public Works Fees</b>							<b>\$</b>

<b>Total Fee Amount</b>	<b>\$</b>
-------------------------	-----------

Please make development review fee checks payable to the Commissioners of Queen Anne's County. Fees are due when the initial plan submittal is made to the Department and Planning & Zoning.

\*The Queen Anne's County Commissioners, with the recommendation of the Economic Development Commission, may exempt development review fees for qualified Economic Development projects provided the Commissioners determine the Economic Development project will provide a significant economic benefit to Queen Anne's County in terms of:

1. Number of Quality Jobs created;
2. An increase in the tax base; or,
3. Diversity in the work place.

\*\*The Directors of Planning & Zoning and/or Public Works may waive part/all fees that are determined to be duplicative or significantly in excess of the cost to provide the Department(s) development review services.

\*\*\*Major subdivision applications that do not require public water/sewer and are not located in the Critical Area will be discounted 20% of required development review fees.

QUEEN ANNE'S COUNTY  
 Department of Public Works  
 Department of Planning & Zoning

**OTHER DEVELOPMENT REVIEW FEES**

**REVIEW FEE COMPUTATION AND FEE SUMMARY SHEET**

<u>Project Name</u>	<u>P&amp;Z Project No</u>	<u>DPW Job Code</u>
---------------------	---------------------------	---------------------

Department of Planning & Zoning Development Review Schedule			
<input checked="" type="checkbox"/>	Application Type	Base Fee	Per Unit Amount of Fee
<input type="checkbox"/>	TDR (Transfer Parcel)	\$150 per Development Right	\$
<input type="checkbox"/>	Noncontiguous (Noncontiguous Parcel)	\$150 per Development Right	\$
<input type="checkbox"/>	Rezoning/Critical Area Redesignations	\$1,500	N/A \$
<input type="checkbox"/>	Critical Area Growth Allocation	\$1,500	N/A \$
<input type="checkbox"/>	Administrative Variances	\$300	N/A \$
<b>Total Planning &amp; Zoning Fees</b>			<b>\$</b>

Department of Public Works Development Review Fee Schedule			
<input checked="" type="checkbox"/>	Application Type	Base Fee	Per Unit Amount of Fee
<input type="checkbox"/>	TDR (Transfer Parcel)	N/A	N/A \$
<input type="checkbox"/>	Noncontiguous (Noncontiguous Parcel)	N/A	N/A \$
<input type="checkbox"/>	Rezoning/Critical Area Redesignations	N/A	N/A \$
<input type="checkbox"/>	Critical Area Growth Allocation	N/A	N/A \$
<input type="checkbox"/>	Administrative Variances	N/A	N/A \$
<b>Total Public Works Fees</b>			<b>\$</b>

<b>Total Fee Amount:</b>	<b>\$</b>
--------------------------	-----------

Please make development review fee checks payable to the Commissioners of Queen Anne's County. Fees are due when the initial plan submittal is made to the Department and Planning & Zoning.

\*The Queen Anne's County Commissioners, with the recommendation of the Economic Development Commission, may exempt development review fees for qualified Economic Development projects provided the Commissioners determine the Economic Development project will provide a significant economic benefit to Queen Anne's County in terms of:

1. Number of Quality Jobs created;
2. An increase in the tax base; or,
3. Diversity in the work place.

\*\*The Directors of the Departments of Planning & Zoning and/or Public Works may waive part/all fees that are determined to be duplicative or significantly in excess of the cost to provide the Department(s) development review services.

\*\*\*Major subdivision applications that do not require public water/sewer and are not located in the Critical Area will be discounted 20% of required development review fees.

QUEEN ANNE'S COUNTY  
 Department of Public Works  
 Department of Planning & Zoning

**NON-RESIDENTIAL DEVELOPMENT PLAN**

**REVIEW FEE COMPUTATION AND FEE SUMMARY SHEET**

<u>Project Name</u>	<u>P&amp;Z Project No</u>	<u>DPW Job Code</u>
---------------------	---------------------------	---------------------

Department of Planning & Zoning Development Review Fee Schedule					
<input checked="" type="checkbox"/>	Application Type	Base Fee	Per Sq Ft Floor Area	Sq Ft Floor Area	Amount of Fee
<input type="checkbox"/>	Concept Plan	\$1,000	\$0.05		\$
<input type="checkbox"/>	Minor Site Plan	\$1,000	\$0.15		\$
<input type="checkbox"/>	Major Site Plan	\$2,000	\$0.15		\$
<b>Total Planning &amp; Zoning Fee</b>					\$

Department of Public Works Development Review Fee Schedule					
<input checked="" type="checkbox"/>	Application Type	Base Fee	Per Sq Ft Floor Area	Sq Ft Floor Area	Amount of Fee
<input type="checkbox"/>	Concept Plan	\$250	\$0.02		\$
<input type="checkbox"/>	Minor Site Plan	\$500	\$0.04		\$
<input type="checkbox"/>	Major Site Plan	\$750	\$0.06		\$
<b>Total Public Works Fee</b>					\$

<b>Total Combined Fees</b>	\$
----------------------------	----

Please make development review fee checks payable to the Commissioners of Queen Anne's County. Fees are due when the initial plan submittal is made to the Department and Planning & Zoning.

\*The Queen Anne's County Commissioners, with the recommendation of the Economic Development Commission, may exempt development review fees for qualified Economic Development projects provided the Commissioners determine the Economic Development project will provide a significant economic benefit to Queen Anne's County in terms of:

1. Number of Quality Jobs created;
2. An increase in the tax base; or,
3. Diversity in the work place.

\*\*The Directors of Planning & Zoning and/or Public Works may waive part/all fees that are determined to be duplicative or significantly in excess of the cost to provide the Department(s) development review

\*\*\*Major subdivision applications that do not require public water/sewer and are not located in the Critical Area will be discounted 20% of required development review fees.

QUEEN ANNE'S COUNTY  
 Department of Public Works  
 Department of Planning & Zoning

**OTHER DEVELOPMENT REVIEW FEES**

**REVIEW FEE COMPUTATION AND FEE SUMMARY SHEET**

<u>Project Name</u>	<u>P&amp;Z Project No</u>	<u>DPW Job Code</u>
---------------------	---------------------------	---------------------

Department of Planning & Zoning Development Review Schedule			
<input checked="" type="checkbox"/>	Application Type	Base Fee	Per Unit Amount of Fee
<input type="checkbox"/>	TDR (Transfer Parcel)	\$150 per Development Right	\$
<input type="checkbox"/>	Noncontiguous (Noncontiguous Parcel)	\$150 per Development Right	\$
<input type="checkbox"/>	Rezoning/Critical Area Redesignations	\$1,500	N/A \$
<input type="checkbox"/>	Critical Area Growth Allocation	\$1,500	N/A \$
<input type="checkbox"/>	Administrative Variances	\$300	N/A \$
<b>Total Planning &amp; Zoning Fees</b>			<b>\$</b>

Department of Public Works Development Review Fee Schedule			
<input checked="" type="checkbox"/>	Application Type	Base Fee	Per Unit Amount of Fee
<input type="checkbox"/>	TDR (Transfer Parcel)	N/A	N/A \$
<input type="checkbox"/>	Noncontiguous (Noncontiguous Parcel)	N/A	N/A \$
<input type="checkbox"/>	Rezoning/Critical Area Redesignations	N/A	N/A \$
<input type="checkbox"/>	Critical Area Growth Allocation	N/A	N/A \$
<input type="checkbox"/>	Administrative Variances	N/A	N/A \$
<b>Total Public Works Fees</b>			<b>\$</b>

<b>Total Fee Amount</b>	<b>\$</b>
-------------------------	-----------

Please make development review fee checks payable to the Commissioners of Queen Anne's County. Fees are due when the initial plan submittal is made to the Department and Planning & Zoning.

\*The Queen Anne's County Commissioners, with the recommendation of the Economic Development Commission, may exempt development review fees for qualified Economic Development projects provided the Commissioners determine the Economic Development project will provide a significant economic benefit to Queen Anne's County in terms of:

1. Number of Quality Jobs created;
2. An increase in the tax base; or,
3. Diversity in the work place.

\*\*The Directors of the Departments of Planning & Zoning and/or Public Works may waive part/all fees that are determined to be duplicative or significantly in excess of the cost to provide the Department(s) development review services.

\*\*\*Major subdivision applications that do not require public water/sewer and are not located in the Critical Area will be discounted 20% of required development review fees.

**FOR OFFICE USE ONLY:**

Project Name: \_\_\_\_\_ Project No.: \_\_\_\_\_

Project Type/Discription: \_\_\_\_\_

Preapplication meeting held? \_\_\_\_\_ Yes \_\_\_\_\_ No Date: \_\_\_\_\_

Use is permitted by: \_\_\_\_\_ Right \_\_\_\_\_ Conditional Use \_\_\_\_\_ N/A \_\_\_\_\_

Variance(s) are needed for: \_\_\_\_\_ N/A \_\_\_\_\_

Project review requested pending BOA decision? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is Concept or Sketch Approval Required? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, it is needed for: \_\_\_\_\_

Have all nonconformities been identified? \_\_\_\_\_ Yes \_\_\_\_\_ No

If nonconformities exist, they are: \_\_\_\_\_

<b>Distribution for Review:</b>	P&Z _____	ED _____	EH _____	BD of ED _____
911 Addressing _____	BBA _____	LVFD _____	SCS _____	SD _____
CA _____	CR _____	SHA _____	P&R _____	CD, Esq. _____
				Finance _____
Preliminary Approval Granted: _____		Final Approval Granted: _____		
Sketch Plan Approval Granted: _____		Concept Plan Approval Granted: _____		
Distribution After Approval:		P&Z _____	DPW _____	EH _____
	Permits _____	Owner _____	Engineer _____	
	Assessments _____	Sanitary District _____		

STAC DATE: \_\_\_\_\_ 25-DAY DATE: \_\_\_\_\_ PC MEETING DATE: \_\_\_\_\_

STAC DATE: \_\_\_\_\_ 25-DAY DATE: \_\_\_\_\_ PC MEETING DATE: \_\_\_\_\_

TOTAL SITE ACREAGE APPROVED: \_\_\_\_\_ TOTAL LANDSCAPE AREA APPROVED: \_\_\_\_\_

TOTAL NUMBER OF LOTS APPROVED: \_\_\_\_\_ TOTAL PARKING SPACES APPROVED: \_\_\_\_\_

TOTAL FLOOR AREA APPROVED: \_\_\_\_\_ TOTAL NET BUILDABLE APPROVED: \_\_\_\_\_

TOTAL IMPERVIOUS AREA APPROVED: \_\_\_\_\_

RECORDED IN LAND RECORDS: \_\_\_\_\_ Date: \_\_\_\_\_

Map: \_\_\_\_\_

Block: \_\_\_\_\_

Parcel: \_\_\_\_\_

Lot No.: \_\_\_\_\_

Tax Acct# \_\_\_\_\_

Address: \_\_\_\_\_

**QUEEN ANNE'S COUNTY**  
**Department of Planning & Zoning**  
**107 N. Liberty Street**  
**Centreville, MD 21617**  
**(410) 758-1255**

Submittal Date: \_\_\_\_\_

**APPLICATION DISTRIBUTION SHEET FOR**  
**MINOR SUBDIVISIONS**

Project Name: \_\_\_\_\_

Project No.: \_\_\_\_\_

**County Departments**

*(Departments if Applicable)*

**Items Distributed**

	Environmental Health	Local Vol. Fire Dept.	Parks and Rec	Planning & Zoning ***	Public Works/ Engineering	County Roads	Sanitary District	Soil Conservation	State Highway Admin.	Bay Bridge Airport * <i>(if within 1/2 mile of Airport)</i>	Board of Education <i>(if PFIA ** is submitted)</i>	Critical Area <i>(if in Critical Area)</i>	C. Drummond, Esq. <i>(if legal review required)</i>	Finance <i>(if PEIA ** is submitted)</i>	911 Addressing <i>(if New Road is Proposed)</i>	Total Copies Required	For Office Use Only
Application Form	1	1	1	1	1	1	1	1	1			1	1			11	
Cover Letter Describing Project	1	1	1	1	1	1	1	1	1			1	1			11	
Plans/Plats (must fit in 12"x15" envelope)	1	1	1	1	1	1	1	1	1			1	1			11	
Deed to Property				1									1			2	
Base Site Area Calculations				1												1	
Natural Resource Calculations				1								1				2	
Site Capacity Calculations				1								1	1			3	
Critical Area Env. Assessment				1	1			1								3	
Sediment/Erosion Control Plan				1	1											2	
DPW Stormwater Checklist				1	1											2	
Stormwater Calculations				1	1											2	
Stormwater Management Plans				1	1											2	
Elevations				1												1	
Color Renderings				1												1	
Road Improvement Plans				1				1								2	
Sanitary Sewer Plans				1												1	
Private Road Covenants/Maint.				1		1										2	
Open Space Covenants (if cluster)				1									1			2	
TDR Lifting Instrument																	
TDR Setting Down Instrument																	
Non-Contiguous Dev. Calcs.																	
Non-Contiguous Parcel Plats																	
Landscaping and Lighting Plans																	
Forest Conservation Worksheet				1												1	
Forest Stand Delineation				1												1	
Forest Conservation Plan				1												1	
Utility Letters (electric, telephone)				1												1	
Other Items: _____																	
<b><u>Planned Development Items</u></b>																	
Public Facilities Impact Assess.																	
Traffic Studies																	
Historical/Cultural Resource Invn.																	
Environmental Impact Assess.																	

\* FAA & MAA Approval - Projects near existing Airports may require additional review by MAA & FAA.  
Please contact these Agencies or the Bay Bridge Airport Manager for additional information.

\*\* PFIA - Public Facility Impact Assessment

\*\*\* One additional copy may be required for Community Planning if project is located within a Planned Development Zoning District

**QUEEN ANNE'S COUNTY**  
**Department of Planning & Zoning**  
**107 N. Liberty Street**  
**Centreville, MD 21617**  
**(410) 758-1255**

Submittal Date: \_\_\_\_\_

**APPLICATION DISTRIBUTION SHEET FOR**  
**MAJOR SUBDIVISIONS**

Project Name: \_\_\_\_\_

Project No.: \_\_\_\_\_

Items Distributed	County Departments								(Departments if Applicable)								Total Copies Required	For Office Use Only
	Environmental Health	Local Vol. Fire Dept.	Parks and Rec	Planning & Zoning ***	Public Works/ Engineering	County Roads	Sanitary District	Soil Conservation	State Highway Admin.	Bay Bridge Airport * (if within 1/2 mile of Airport)	Board of Education (if PFIA ** is submitted)	Critical Area (if in Critical Area)	C. Drummond, Esq. (if legal review required)	Finance (if PFIA ** is submitted)	Traffic Consultant (if a study is completed)	911 Addressing (if New Road is Proposed)		
Application Form	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	17	
Cover Letter Describing Project	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16	
Plans/Plats (must fit in 12"x15" envelope)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16	
Deed to Property				1									1				2	
Base Site Area Calculations				1													1	
Natural Resource Calculations				1													1	
Site Capacity Calculations				1													1	
Critical Area Env. Assessment				1							1						2	
Sediment/Erosion Control Plan				1				1									2	
DPW Stormwater Checklist				1	1	1								1			4	
Stormwater Calculations				1	1	1					1			1			5	
Stormwater Management Plans				1	1	1					1			1			5	
Elevations				1						1							2	
Color Renderings				1													1	
Road Improvement Plans				1	1	1	1	1	1					1			7	
Sanitary Sewer Plans				1	1		1						1				4	
Private Road Covenants/Maint.				1								1					2	
Open Space Covenants				1								1					2	
TDR Lifting Instrument				1							1	1					3	
TDR Setting Down Instrument				1							1	1					3	
Non-Contiguous Dev. Calcs.				1								1					2	
Non-Contiguous Parcel Plats				1								1					2	
Landscaping and Lighting Plans			1	1						1							3	
Forest Conservation Worksheet				1								1					2	
Forest Stand Delineation				1								1					2	
Forest Conservation Plan				1								1					2	
Utility Letters (electric, telephone)				1													1	
Other Items: _____																		
<b>Planned Development Items</b>																		
Public Facilities Impact Assess.				2							1		1				4	
Traffic Studies				1	1	1			4					1			8	
Historical/Cultural Resource Invn.				1													1	
Environmental Impact Assess.				1							1						2	

\* FAA & MAA Approval - Projects near existing Airports may require additional review by MAA & FAA.  
Please contact these Agencies or the Bay Bridge Airport Manager for additional information.

\*\* PFIA - Public Facility Impact Assessment

\*\*\* One additional copy may be required for Community Planning if project is located within a Planned Development Zoning District

**QUEEN ANNE'S COUNTY**  
**Department of Planning & Zoning**  
**107 N. Liberty Street**  
**Centreville, MD 21617**  
**(410) 758-1255**

Submittal Date: \_\_\_\_\_

**APPLICATION DISTRIBUTION SHEET FOR**  
**MAJOR SITE PLANS**

Project Name: \_\_\_\_\_

Project No.: \_\_\_\_\_

Items Distributed	County Departments										(Departments if Applicable)					Total Copies Required	For Office Use Only	
	Environmental Health	Local Vol. Fire Dept.	Parks and Rec	Planning & Zoning ***	Public Works/ Engineering	County Roads	Sanitary District	Soil Conservation	State Highway Admin.	Bay Bridge Airport * (if within 1/2 mile of Airport)	Board of Education (if PFIA ** is submitted)	Critical Area (if in Critical Area)	C. Drummond, Esq. (if legal review required)	Finance (if PFIA ** is submitted)	Traffic Consultant (if a study is completed)			911 Addressing (if New Road is Proposed)
Application Form	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	17	
Cover Letter Describing Project Plans/Plats (must fit in 12"x15" envelope)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16	
Deed to Property				1									1				2	
Base Site Area Calculations				1													1	
Natural Resource Calculations				1													1	
Site Capacity Calculations				1													1	
Critical Area Env. Assessment				1							1						2	
Sediment/Erosion Control Plan				1				1									2	
DPW Stormwater Checklist				1	1	1									1		4	
Stormwater Calculations				1	1	1						1			1		5	
Stormwater Management Plans				1	1	1						1			1		5	
Elevations				1						1							2	
Color Renderings				1													1	
Road Improvement Plans				1	1	1	1	1	1						1		7	
Sanitary Sewer Plans				1	1		1							1			4	
Private Road Covenants/Maint.				1									1				2	
Open Space Covenants				1									1				2	
TDR Lifting Instrument				1								1	1				3	
TDR Setting Down Instrument				1								1	1				3	
Non-Contiguous Dev. Calcs.				1									1				2	
Non-Contiguous Parcel Plats				1									1				2	
Landscaping and Lighting Plans			1	1						1							3	
Forest Conservation Worksheet				1									1				2	
Forest Stand Delineation				1									1				2	
Forest Conservation Plan				1									1				2	
Utility Letters (electric, telephone)				1													1	
Other Items: _____																		
<b>Planned Development Items</b>																		
Public Facilities Impact Assess.				2							1			1			4	
Traffic Studies				1	1	1			4						1		8	
Historical/Cultural Resource Invn.				1													1	
Environmental Impact Assess.				1							1						2	

\* FAA & MAA Approval - Projects near existing Airports may require additional review by MAA & FAA.  
Please contact these Agencies or the Bay Bridge Airport Manager for additional information.

\*\* PFIA - Public Facility Impact Assessment

\*\*\* One additional copy may be required for Community Planning if project is located within a Planned Development Zoning District

**QUEEN ANNE'S COUNTY**  
**Department of Planning & Zoning**  
 107 N. Liberty Street  
 Centreville, MD 21617  
 (410) 758-1255

Submittal Date: \_\_\_\_\_

**APPLICATION DISTRIBUTION SHEET FOR**  
**ADMINISTRATIVE SUBDIVISIONS**

Project Name: \_\_\_\_\_

Project No.: \_\_\_\_\_

**County Departments** (Departments if Applicable)

**Items Distributed**

- Application Form
- Cover Letter Describing Project
- Plans/Plats (must fit in 12"x15" envelope)
- Deed to Property
- Base Site Area Calculations
- Natural Resource Calculations
- Site Capacity Calculations
- Critical Area Env. Assessment
- Sediment/Erosion Control Plan
- DPW Stormwater Checklist
- Stormwater Calculations
- Stormwater Management Plans
- Elevations
- Color Renderings
- Road Improvement Plans
- Sanitary Sewer Plans
- Private Road Covenants/Maint.
- Open Space Covenants
- TDR Lifting Instrument
- TDR Setting Down Instrument
- Non-Contiguous Dev. Calcs.
- Non-Contiguous Parcel Plats
- Landscaping and Lighting Plans
- Forest Conservation Worksheet
- Forest Stand Delineation
- Forest Conservation Plan
- Utility Letters (electric, telephone)
- Other Items: \_\_\_\_\_

	Environmental Health	Local Vol. Fire Dept.	Parks and Rec	Planning & Zoning ***	Public Works/ Engineering	County Roads	Sanitary District	Soil Conservation	State Highway Admin.		Bay Bridge Airport * <small>(If within 1/2 mile of Airport)</small>	Board of Education <small>(If PFIA ** is submitted)</small>	Critical Area <small>(If in Critical Area)</small>	C. Drummond, Esq. <small>(If legal review required)</small>	Finance <small>(If PFIA ** is submitted)</small>	911 Addressing <small>(If New Road is Proposed)</small>	Total Copies Required	For Office Use Only
Application Form	1			1	1	1	1						1				6	
Cover Letter Describing Project	1			1	1	1	1						1				6	
Plans/Plats (must fit in 12"x15" envelope)	1			1	1	1	1						1				6	
Deed to Property				1										1			2	
Base Site Area Calculations																		
Natural Resource Calculations																		
Site Capacity Calculations																		
Critical Area Env. Assessment																		
Sediment/Erosion Control Plan																		
DPW Stormwater Checklist																		
Stormwater Calculations																		
Stormwater Management Plans																		
Elevations																		
Color Renderings																		
Road Improvement Plans																		
Sanitary Sewer Plans																		
Private Road Covenants/Maint.																		
Open Space Covenants																		
TDR Lifting Instrument																		
TDR Setting Down Instrument																		
Non-Contiguous Dev. Calcs.																		
Non-Contiguous Parcel Plats																		
Landscaping and Lighting Plans																		
Forest Conservation Worksheet																		
Forest Stand Delineation																		
Forest Conservation Plan																		
Utility Letters (electric, telephone)																		
Other Items: _____																		
<b>Planned Development Items</b>																		
Public Facilities Impact Assess.																		
Traffic Studies																		
Historical/Cultural Resource Invn.																		
Environmental Impact Assess.																		

\* FAA & MAA Approval - Projects near existing Airports may require additional review by MAA & FAA.  
 Please contact these Agencies or the Bay Bridge Airport Manager for additional information.

\*\* PFIA - Public Facility Impact Assessment

\*\*\* One additional copy may be required for Community Planning if project is located within a Planned Development Zoning District

**QUEEN ANNE'S COUNTY**  
**Department of Planning & Zoning**  
**107 N. Liberty Street**  
**Centreville, MD 21617**  
**(410) 758-1255**

Submittal Date: \_\_\_\_\_

**APPLICATION DISTRIBUTION SHEET FOR**  
**MINOR SITE PLAN**

Project Name: \_\_\_\_\_

Project No.: \_\_\_\_\_

**County Departments**

*(Departments if Applicable)*

**Items Distributed**

- Application Form
- Cover Letter Describing Project Plans/Plats (must fit in 12"x15" envelope)
- Deed to Property
- Base Site Area Calculations
- Natural Resource Calculations
- Site Capacity Calculations
- Critical Area Env. Assessment
- Sediment/Erosion Control Plan
- DPW Stormwater Checklist
- Stormwater Calculations
- Stormwater Management Plans
- Elevations
- Color Renderings
- Road Improvement Plans
- Sanitary Sewer Plans
- Private Road Covenants/Maint.
- Open Space Covenants
- TDR Lifting Instrument
- TDR Setting Down Instrument
- Non-Contiguous Dev. Calcs.
- Non-Contiguous Parcel Plats
- Landscaping and Lighting Plans
- Forest Conservation Worksheet
- Forest Stand Delineation
- Forest Conservation Plan
- Utility Letters (electric, telephone)
- Other Items: \_\_\_\_\_

	Environmental Health	Local Vol. Fire Dept.	Parks and Rec	Planning & Zoning ***	Public Works/ Engineering	County Roads	Sanitary District	Soil Conservation	State Highway Admin.	Bay Bridge Airport * <i>(if within 1/2 mile of Airport)</i>	Board of Education <i>(if PPIA ** is submitted)</i>	Critical Area <i>(if in Critical Area)</i>	C. Drummond, Esq. <i>(if legal review required)</i>	Finance <i>(if PPIA ** is submitted)</i>	911 Addressing <i>(if New Road is Proposed)</i>	Total Copies Required	For Office Use Only
Application Form	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	16	
Cover Letter Describing Project Plans/Plats	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15	
Deed to Property				1									1			2	
Base Site Area Calculations				1												1	
Natural Resource Calculations				1												1	
Site Capacity Calculations				1												1	
Critical Area Env. Assessment				1								1				2	
Sediment/Erosion Control Plan				1				1								2	
DPW Stormwater Checklist				1	1	1										3	
Stormwater Calculations				1	1	1						1				4	
Stormwater Management Plans				1	1	1						1				4	
Elevations				1						1						2	
Color Renderings				1												1	
Road Improvement Plans				1	1	1	1	1	1							6	
Sanitary Sewer Plans				1	1		1							1		4	
Private Road Covenants/Maint.				1									1			2	
Open Space Covenants				1									1			2	
TDR Lifting Instrument				1								1	1			3	
TDR Setting Down Instrument				1								1	1			3	
Non-Contiguous Dev. Calcs.				1									1			2	
Non-Contiguous Parcel Plats				1									1			2	
Landscaping and Lighting Plans			1	1						1						3	
Forest Conservation Worksheet				1									1			2	
Forest Stand Delineation				1									1			2	
Forest Conservation Plan				1									1			2	
Utility Letters (electric, telephone)				1												1	
Other Items:																	
<b>Planned Development Items</b>																	
Public Facilities Impact Assess.				2							1			1		4	
Traffic Studies				1	1	1			4							7	
Historical/Cultural Resource Invn.				1												1	
Environmental Impact Assess.				1								1				2	

\* FAA & MAA Approval - Projects near existing Airports may require additional review by MAA & FAA.  
Please contact these Agencies or the Bay Bridge Airport Manager for additional information.

\*\* PFIA - Public Facility Impact Assessment

\*\*\* One additional copy may be required for Community Planning if project is located within a Planned Development Zoning District



**QUEEN ANNE'S COUNTY**  
**Department of Planning & Zoning**  
**107 N. Liberty Street**  
**Centreville, MD 21617**  
**(410) 758-1255**

Submittal Date: \_\_\_\_\_

**APPLICATION DISTRIBUTION SHEET FOR**  
**CONCEPT PLANS/SKETCH PLANS**

Project Name: \_\_\_\_\_

Project No.: \_\_\_\_\_

**County Departments**

*(Departments if Applicable)*

**Items Distributed**

	Environmental Health	Local Vol. Fire Dept.	Parks and Rec	Planning & Zoning ***	Public Works/ Engineering	County Roads	Sanitary District	Soil Conservation	State Highway Admin.	Bay Bridge Airport * <i>(if within 1/2 mile of Airport)</i>	Board of Education <i>(if PFA ** is submitted)</i>	Critical Area <i>(if in Critical Area)</i>	C. Drummond, Esq. <i>(if legal review required)</i>	Finance <i>(if PFA ** is submitted)</i>	Traffic Consultant <i>(if a study is completed)</i>	911 Addressing <i>(if New Road is Proposed)</i>	Total Copies Required	For Office Use Only
Application Form	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	17	
Cover Letter Describing Project Plans/Plats (must fit in 12"x15" envelope)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16	
Deed to Property				1									1				2	
Base Site Area Calculations				1													1	
Natural Resource Calculations				1													1	
Site Capacity Calculations				1													1	
Critical Area Env. Assessment				1								1					2	
Sediment/Erosion Control Plan				1				1									2	
DPW Stormwater Checklist				1	1	1									1		4	
Stormwater Calculations				1	1	1						1			1		5	
Stormwater Management Plans Elevations				1						1							2	
Color Renderings				1													1	
Road Improvement Plans				1	1	1	1	1	1						1		7	
Sanitary Sewer Plans				1	1		1							1			4	
Private Road Covenants/Maint.				1									1				2	
Open Space Covenants				1									1				2	
TDR Lifting Instrument				1								1	1				3	
TDR Setting Down Instrument				1								1	1				3	
Non-Contiguous Dev. Calcs.				1									1				2	
Non-Contiguous Parcel Plats				1									1				2	
Landscaping and Lighting Plans			1	1						1							3	
Forest Conservation Worksheet				1									1				2	
Forest Stand Delineation				1									1				2	
Forest Conservation Plan				1									1				2	
Utility Letters (electric, telephone)				1													1	
Other Items:																		
<b>Planned Development Items</b>																		
Public Facilities Impact Assess.				2							1			1			4	
Traffic Studies				1	1	1			4						1		8	
Historical/Cultural Resource Invn.				1													1	
Environmental Impact Assess.				1								1					2	

\* FAA & MAA Approval - Projects near existing Airports may require additional review by MAA & FAA. Please contact these Agencies or the Bay Bridge Airport Manager for additional information.

\*\* PFA - Public Facility Impact Assessment

\*\*\* One additional copy may be required for Community Planning if project is located within a Planned Development Zoning District

**QUEEN ANNE'S COUNTY**  
**Department of Planning & Zoning**  
 107 N. Liberty Street  
 Centreville, MD 21617  
 (410) 758-1255

Submittal Date: \_\_\_\_\_

**APPLICATION DISTRIBUTION SHEET FOR**  
**TRANSFER DEVELOPMENT RIGHTS (TDR)**

Project Name: \_\_\_\_\_

Project No.: \_\_\_\_\_

**County Departments**

*(Departments if Applicable)*

**Items Distributed**

- Application Form
- Cover Letter Describing Project
- Plans/Plats (must fit in 12"x15" envelope)
- Deed to Property
- Base Site Area Calculations
- Natural Resource Calculations
- Site Capacity Calculations
- Critical Area Env. Assessment
- Sediment/Erosion Control Plan
- DPW Stormwater Checklist
- Stormwater Calculations
- Stormwater Management Plans
- Elevations
- Color Renderings
- Road Improvement Plans
- Sanitary Sewer Plans
- Private Road Covenants/Maint.
- Open Space Covenants
- TDR Lifting Instrument
- TDR Setting Down Instrument
- Non-Contiguous Dev. Calcs.
- Non-Contiguous Parcel Plats
- Landscaping and Lighting Plans
- Forest Conservation Worksheet
- Forest Stand Delineation
- Forest Conservation Plan
- Utility Letters (electric, telephone)
- Other Items: \_\_\_\_\_

	Environmental Health	Local Vol. Fire Dept.	Parks and Rec	Planning & Zoning ***	Public Works/ Engineering	County Roads	Sanitary District	Soil Conservation	State Highway Admin.	Bay Bridge Airport * <i>(if within 1/2 mile of Airport)</i>	Board of Education <i>(if PFIA** is submitted)</i>	Critical Area <i>(if in Critical Area)</i>	C. Drummond, Esq. <i>(if legal review required)</i>	Finance	911 Addressing <i>(if New Road is Proposed)</i>	Total Copies Required	For Office Use Only
Application Form				1								1	1			3	
Cover Letter Describing Project				1								1	1			3	
Plans/Plats (must fit in 12"x15" envelope)				1								1	1			3	
Deed to Property				1								1	1			3	
Base Site Area Calculations				1								1	1			3	
Natural Resource Calculations				1								1	1			3	
Site Capacity Calculations				1								1	1			3	
Critical Area Env. Assessment																	
Sediment/Erosion Control Plan																	
DPW Stormwater Checklist																	
Stormwater Calculations																	
Stormwater Management Plans																	
Elevations																	
Color Renderings																	
Road Improvement Plans																	
Sanitary Sewer Plans																	
Private Road Covenants/Maint.																	
Open Space Covenants																	
TDR Lifting Instrument				1								1	1			3	
TDR Setting Down Instrument				1								1	1			3	
Non-Contiguous Dev. Calcs.																	
Non-Contiguous Parcel Plats																	
Landscaping and Lighting Plans																	
Forest Conservation Worksheet																	
Forest Stand Delineation																	
Forest Conservation Plan																	
Utility Letters (electric, telephone)																	
Other Items: _____																	
<b>Planned Development Items</b>																	
Public Facilities Impact Assess.																	
Traffic Studies																	
Historical/Cultural Resource Invn.																	
Environmental Impact Assess.																	

\* FAA & MAA Approval - Projects near existing Airports may require additional review by MAA & FAA.  
 Please contact these Agencies or the Bay Bridge Airport Manager for additional information.

\*\* PFIA - Public Facility Impact Assessment

\*\*\* One additional copy may be required for Community Planning if project is located within a Planned Development Zoning District

**QUEEN ANNE'S COUNTY**  
**Department of Planning & Zoning**  
**107 N. Liberty Street**  
**Centreville, MD 21617**  
**(410) 758-1255**

Submittal Date: \_\_\_\_\_

**APPLICATION DISTRIBUTION SHEET FOR**  
**REZONING**

Project Name: \_\_\_\_\_

Project No.: \_\_\_\_\_

**County Departments**

(Departments if Applicable)

**Items Distributed**

	Environmental Health	Local Vol. Fire Dept.	Parks and Rec	Planning & Zoning ***	Public Works/ Engineering	County Roads	Sanitary District	Soil Conservation	State Highway Admin.	Bay Bridge Airport * <small>(if within 1/2 mile of Airport)</small>	Board of Education <small>(if PFIA ** is submitted)</small>	Critical Area <small>(if in Critical Area)</small>	C. Drummond, Esq. <small>(if legal review required)</small>	Finance <small>(if PFIA ** is submitted)</small>	911 Addressing <small>(if New Road is Proposed)</small>	Total Copies Required	For Office Use Only
Application Form	1	1	1	1	1	1	1	1	1			1	1			11	
Cover Letter Describing Project	1	1	1	1	1	1	1	1	1			1	1			11	
Plans/Plats <small>(must fit in 12"x15" envelope)</small>	1	1	1	1	1	1	1	1	1			1	1			11	
Deed to Property	1	1	1	1	1	1	1	1	1			1	1			11	
Base Site Area Calculations																	
Natural Resource Calculations																	
Site Capacity Calculations																	
Critical Area Env. Assessment																	
Sediment/Erosion Control Plan																	
DPW Stormwater Checklist																	
Stormwater Calculations																	
Stormwater Management Plans																	
Elevations																	
Color Renderings																	
Road Improvement Plans																	
Sanitary Sewer Plans																	
Private Road Covenants/Maint.																	
Open Space Covenants																	
TDR Lifting Instrument																	
TDR Setting Down Instrument																	
Non-Contiguous Dev. Calcs.																	
Non-Contiguous Parcel Plats																	
Landscaping and Lighting Plans																	
Forest Conservation Worksheet																	
Forest Stand Delineation																	
Forest Conservation Plan																	
Utility Letters <small>(electric, telephone)</small>																	
Other Items: _____																	
<b>Planned Development Items</b>																	
Public Facilities Impact Assess.																	
Traffic Studies																	
Historical/Cultural Resource Invn.																	
Environmental Impact Assess.																	

\* FAA & MAA Approval - Projects near existing Airports may require additional review by MAA & FAA.  
Please contact these Agencies or the Bay Bridge Airport Manager for additional information.

\*\* PFIA - Public Facility Impact Assessment

\*\*\* One additional copy may be required for Community Planning if project is located within a Planned Development Zoning District

_____ minimum lot area	_____ acres or sq. ft. provided
_____ ft. road frontage required	_____ ft. provided
_____ ft. lot width minimum	_____ ft. provided
_____ ft. front yard minimum	_____ ft. provided
_____ ft. side yard minimum	_____ ft. provided
_____ ft. rear yard minimum	_____ ft. provided

\_\_\_\_\_ The following statement is on the plat:

After this plat is finally approved & recorded, any prior size or configuration of all or any part of the land shown on this plat, or the prior status of any such land as a "lot" under any zoning ordinance or subdivision regulations, is superseded by the size & configuration of the lots shown on the plat.

**Required Certifications -- §9471**

- \_\_\_\_\_ Owner's Certificate(s) -- labeled, signed, & dated
- \_\_\_\_\_ Uniform Acknowledgement Act(s) -- labeled, signed, & dated
- \_\_\_\_\_ Surveyor's Certificate -- labeled, signed, & dated
- \_\_\_\_\_ Dept. of Environmental Health Certificate -- labeled, signed, & dated
- \_\_\_\_\_ Dept. of Public Works Certificate -- labeled, signed, & dated (~~applicable if lot is on public water and sewer~~)

*also req'd*

\* NOTE: On all revised plans recheck plans for any changes or additions to previous submittals.

**ADMINISTRATIVE SUBDIVISION FINAL CHECKLIST**

- \_\_\_\_\_ All plat work has been completed
- \_\_\_\_\_ All certificates have been signed
- \_\_\_\_\_ Department of Environmental Health has given approval
- \_\_\_\_\_ Department of Public Works has given approval (if applicable)
- \_\_\_\_\_ Critical Area Commission has given approval
- \_\_\_\_\_ All relevant covenants or other miscellaneous information has been approved

# ADMINISTRATIVE SUBDIVISION REVIEW CHECKLIST

*P&Z* checkld  
needs updating  
to current  
Code

Land Owner \_\_\_\_\_ Reviewed \_\_\_\_\_  
 File # \_\_\_\_\_  
 Zoning \_\_\_\_\_  
 Critical Area Designation \_\_\_\_\_  
 Tax Map \_\_\_\_\_ Block \_\_\_\_\_ Parcel \_\_\_\_\_ Lot \_\_\_\_\_  
 Date \_\_\_\_\_ Reviewed By \_\_\_\_\_

**Checked**

**Application**

- \_\_\_\_\_ Application, deeds, & plats have been submitted & stamped received
- \_\_\_\_\_ Application has been completed accurately
- \_\_\_\_\_ Plat -- §9433
- \_\_\_\_\_ Scale is legible
- \_\_\_\_\_ North arrow on plat
- \_\_\_\_\_ Key map with north arrow if key map is not oriented to the north
- \_\_\_\_\_ Name & address of registered land surveyor
- \_\_\_\_\_ Ownership, zoning, & use of the subject parcel(s) & all adjacent parcels
- \_\_\_\_\_ Seal of surveyor -- dated & signed
- \_\_\_\_\_ Location & width of roads & right of way which adjoin any resulting lot
- \_\_\_\_\_ Property boundary lines with metes, bounds, angles, bearings, dimensions, & curve data
- \_\_\_\_\_ Easement lines
- \_\_\_\_\_ Gross area is given for existing & proposed lots
- \_\_\_\_\_ Critical area acreage & designation for existing & proposed lots (IDA/LDA/RCA)
- \_\_\_\_\_ Course & distance of lines to be removed with note, "line to be removed"
- \_\_\_\_\_ Location of proposed well & SRA or - if possible, existing well & SRA

*Notice to Adjoining  
Property owners  
(new regulation)*

*Permits  
office  
410-758-4088*

## ADMINISTRATIVE SUBDIVISION REVIEW CHECKLIST

Land Owner \_\_\_\_\_ Reviewed \_\_\_\_\_  
 File # \_\_\_\_\_  
 Zoning NC-5 \_\_\_\_\_  
 Critical Area Designation \_\_\_\_\_  
 Tax Map 23 Block B Parcel 159, 170, 162 Lot 1A \_\_\_\_\_  
 Date \_\_\_\_\_ Reviewed By \_\_\_\_\_

**Checked      Application**

\_\_\_\_\_ Application, deeds, & plats have been submitted & stamped received

\_\_\_\_\_ Application has been completed accurately

**Plat -- §9433**

\_\_\_\_\_ Scale is legible

\_\_\_\_\_ North arrow on plat

\_\_\_\_\_ Key map with north arrow if key map is not oriented to the north

*St. address*  
\_\_\_\_\_ Name & address of registered land surveyor

\_\_\_\_\_ Ownership, zoning, & use of the subject parcel(s) & all adjacent parcels

\_\_\_\_\_ Seal of surveyor -- dated & signed

*Plat 1915' vol.*  
\_\_\_\_\_ Location & width of roads & right of way which adjoin any resulting lot

\_\_\_\_\_ Property boundary lines with metes, bounds, angles, bearings, dimensions, & curve data

\_\_\_\_\_ Easement lines

\_\_\_\_\_ Gross area is given for existing & proposed lots

*Not in area*  
\_\_\_\_\_ Critical area acreage & designation for existing & proposed lots (IDA/LDA/RCA)

\_\_\_\_\_ Course & distance of lines to be removed with note, "line to be removed"

\_\_\_\_\_ Location of proposed well & SRA or - if possible, existing well & SRA

_____ minimum lot area	_____ acres or sq. ft. provided
_____ ft. road frontage required	_____ ft. provided
_____ ft. lot width minimum	_____ ft. provided
_____ ft. front yard minimum	_____ ft. provided
_____ ft. side yard minimum	_____ ft. provided
_____ ft. rear yard minimum	_____ ft. provided

\_\_\_\_\_ The following statement is on the plat:

After this plat is finally approved & recorded, any prior size or configuration of all or any part of the land shown on this plat, or the prior status of any such land as a "lot" under any zoning ordinance or subdivision regulations, is superseded by the size & configuration of the lots shown on the plat.

**Required Certifications -- §9471**

\_\_\_\_\_ Owner's Certificate(s) -- labeled, signed, & dated

\_\_\_\_\_ Uniform Acknowledgement Act(s) -- labeled, signed, & dated

\_\_\_\_\_ Surveyor's Certificate -- labeled, signed, & dated

\_\_\_\_\_ Dept. of Environmental Health Certificate -- labeled, signed, & dated

\_\_\_\_\_ Dept. of Public Works Certificate -- labeled, signed, & dated (applicable if lot is on public water and sewer)

\* NOTE: On all revised plans recheck plans for any changes or additions to previous submittals.

**ADMINISTRATIVE SUBDIVISION FINAL CHECKLIST**

\_\_\_\_\_ All plat work has been completed

\_\_\_\_\_ All certificates have been signed

\_\_\_\_\_ Department of Environmental Health has given approval

\_\_\_\_\_ Department of Public Works has given approval (if applicable)

\_\_\_\_\_ Critical Area Commission has given approval

\_\_\_\_\_ All relevant covenants or other miscellaneous information has been approved

Bill -

1/12/04

I went to P & Z and reviewed everything with three very helpful women. Really.

Outcome = 's :

○ Make attached changes to plat & add what's missing from check list. That's it.

I can't apply for subdivision until office is renovated because an office is not allowed on a Parcel without a residence. So I will apply after the dust settles.

I eventually will need an Improvement Location plat for Parcel 1 (Q.A.C. # 170) like your enclosed March 1996 plat for our Parcel 2.

Please call with any questions.

John

PARCEL 3

N 06° 15' E - 1037.09

N 38° 42' W - 858.31

N 10° 38' E - 118.04

N 38° 05' 40" W - 172.07

N 44° 40' 10" E - ~~100~~ 127.77

S 38° 42' E - 1130.00

S 04° 30' W - 260

S 66° 59' 30" E - 375.51

S 17° 40' 40" W - 796.01

N 71° 48' 10" W - 116.31

S 84° 41' 58" W - ~~136.22~~ 270

14.9634

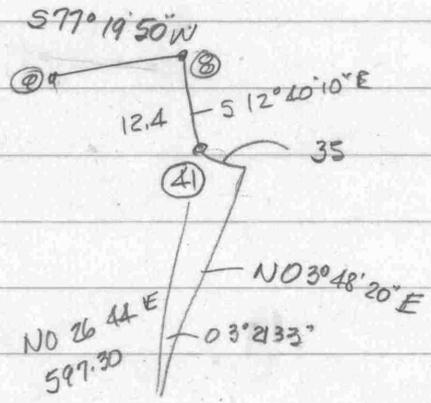
need 1594 sq. ft.

15.002 Ae

217.77  
90  
127.77

15-40 N 84° 41' 50" E

02 10 10



A1-A2 -  $S 17^{\circ} 40' 40'' W$  - 106.80

4898.24 4967.57

A2-①  $E 49^{\circ} 29' 10''$  - 44.07

4915.34 5008.19

A2-②  $R 82^{\circ} 47' 30''$  37.92

4891.35 5004.86

D ①-②  $S 07^{\circ} 54' 06'' W$  - 24.22

D A1-①  $S 05^{\circ} 31' 31'' E$  - 85.06

(33.51)

20.	P2- 20.138	7	P1	10.34 <sup>2</sup> / <sub>6</sub>
21		24		
23				
25		23		
26		21		
27		20		
31		50		
32		51		
22		40		
29		15		
17		14		
40	N 06° 33' E - 617.88	13		
51	N 33° 20' 10" W - 120.00	12		
50	N 85° 03' 30" W - 300.00	11		
20		7		

## ADMINISTRATIVE SUBDIVISION REVIEW CHECKLIST

Land Owner _____	Reviewed _____
File # _____	_____
Zoning _____	_____
Critical Area Designation _____	_____
Tax Map _____ Block _____ Parcel _____ Lot _____	_____
Date _____ Reviewed By _____	_____

**Checked      Application**

- \_\_\_\_\_ Application, deeds, & plats have been submitted & stamped received
- \_\_\_\_\_ Application has been completed accurately
  
- \_\_\_\_\_ **Plat -- §9433**
- \_\_\_\_\_ Scale is legible
- \_\_\_\_\_ North arrow on plat
- \_\_\_\_\_ Key map with north arrow if key map is not oriented to the north
- \_\_\_\_\_ Name & address of registered land surveyor
- \_\_\_\_\_ Ownership, zoning, & use of the subject parcel(s) & all adjacent parcels
- \_\_\_\_\_ Seal of surveyor -- dated & signed
- \_\_\_\_\_ Location & width of roads & right of way which adjoin any resulting lot
- \_\_\_\_\_ Property boundary lines with metes, bounds, angles, bearings, dimensions, & curve data
- \_\_\_\_\_ Easement lines
- \_\_\_\_\_ Gross area is given for existing & proposed lots
- \_\_\_\_\_ Critical area acreage & designation for existing & proposed lots (IDA/LDA/RCA)
- \_\_\_\_\_ Course & distance of lines to be removed with note, "line to be removed"
- \_\_\_\_\_ Location of proposed well & SRA or - if possible, existing well & SRA

_____ minimum lot area	_____ acres or sq. ft. provided
_____ ft. road frontage required	_____ ft. provided
_____ ft. lot width minimum	_____ ft. provided
_____ ft. front yard minimum	_____ ft. provided
_____ ft. side yard minimum	_____ ft. provided
_____ ft. rear yard minimum	_____ ft. provided

\_\_\_\_\_ The following statement is on the plat:

After this plat is finally approved & recorded, any prior size or configuration of all or any part of the land shown on this plat, or the prior status of any such land as a "lot" under any zoning ordinance or subdivision regulations, is superseded by the size & configuration of the lots shown on the plat.

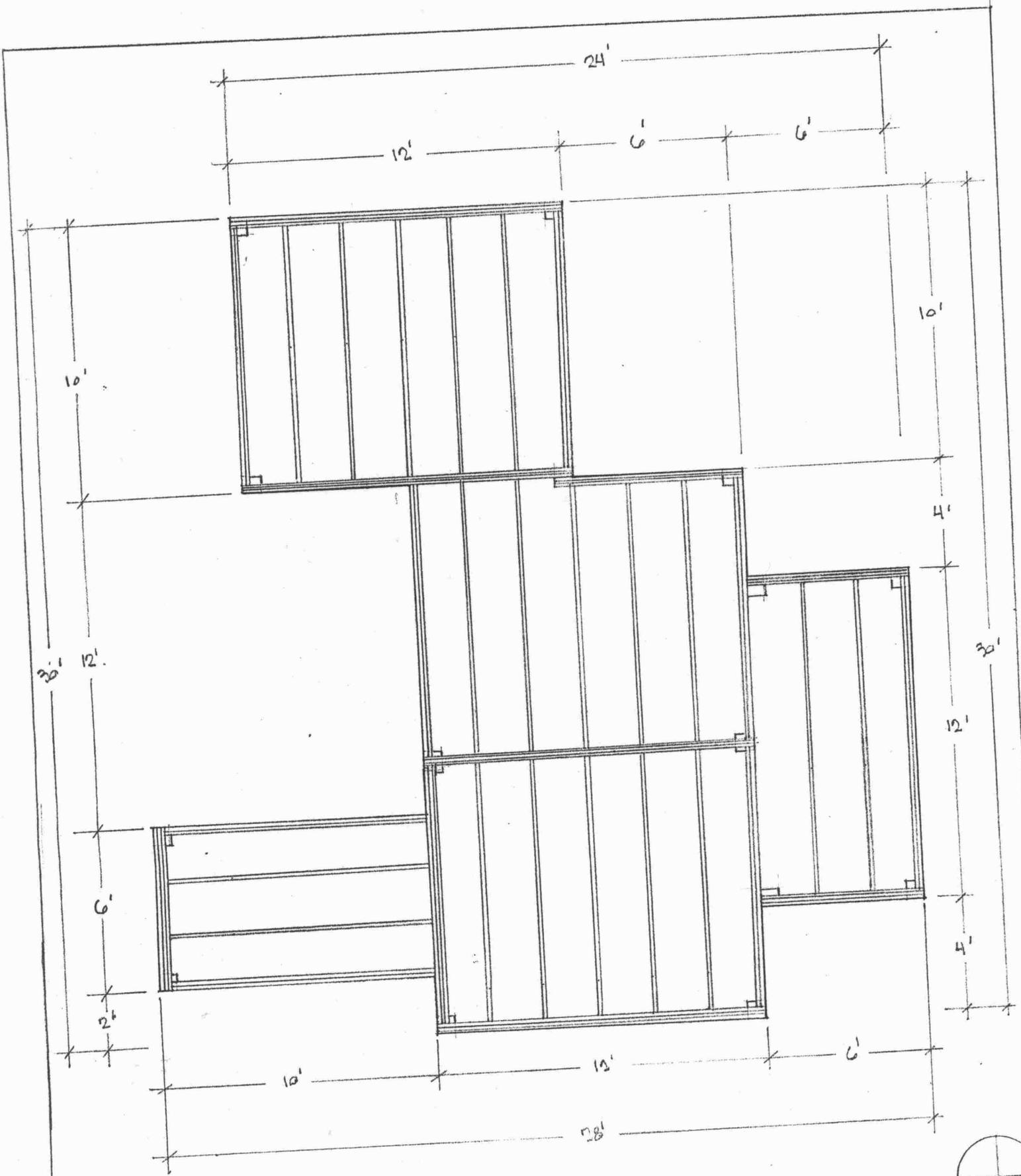
**Required Certifications -- §9471**

- \_\_\_\_\_ Owner's Certificate(s) -- labeled, signed, & dated
- \_\_\_\_\_ Uniform Acknowledgement Act(s) -- labeled, signed, & dated
- \_\_\_\_\_ Surveyor's Certificate -- labeled, signed, & dated
- \_\_\_\_\_ Dept. of Environmental Health Certificate -- labeled, signed, & dated
- \_\_\_\_\_ Dept. of Public Works Certificate -- labeled, signed, & dated (applicable if lot is on public water and sewer)

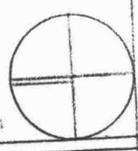
\* NOTE: On all revised plans recheck plans for any changes or additions to previous submittals.

**ADMINISTRATIVE SUBDIVISION FINAL CHECKLIST**

- \_\_\_\_\_ All plat work has been completed
- \_\_\_\_\_ All certificates have been signed
- \_\_\_\_\_ Department of Environmental Health has given approval
- \_\_\_\_\_ Department of Public Works has given approval (if applicable)
- \_\_\_\_\_ Critical Area Commission has given approval
- \_\_\_\_\_ All relevant covenants or other miscellaneous information has been approved



○ FLOOR FRAMING PLAN  
 1/4" = 1'-0"



12/2/03

Bill -

This plot is only preliminary concepts - I need to get the health dept. here to get an exact location for the gas field before any property lines are finalized. Matt, Tom

Eastern Shore Title

Betty

Jasanna

4ro 820 4426

Elbert J. Lofgren

from Durham

211/316

15.345

Parcel 4

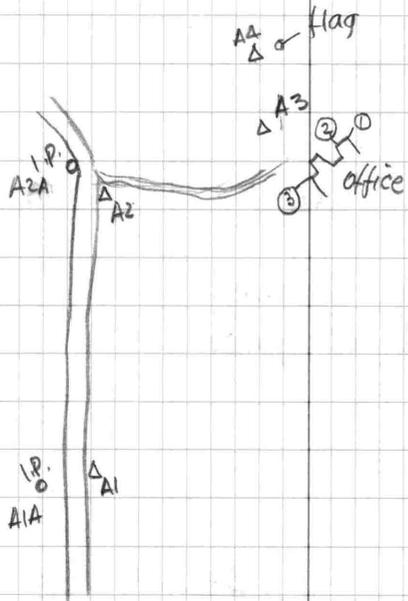
117 Bay St.

Easton 21601



John Gutting  
Location of office

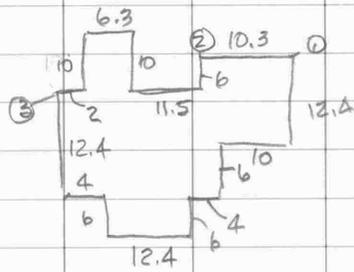
Dec. 19, 2003



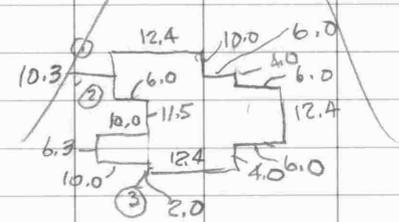
NATIONAL PRINTING

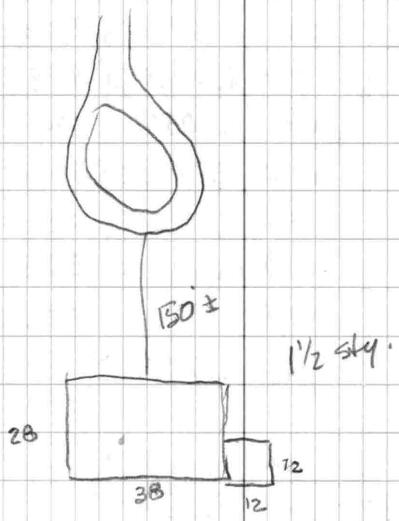
NO. 446

A1	A2	A2	0°	433.10
		<sup>1.P.</sup> A1A	L97°53'30"	46.56
A2	A1	A3	L146°43'30"	271.42
		<sup>1.P.</sup> A2A	R132°23'50"	41.85
		<sup>Pil. Q</sup> lane	L108°00'	100.
A3	A2	A4	R107°32'30"	97.44
A4	A3	stake	L90°	9'
A3	A4	Cor ①	R99°43'30"	35.9
		②	R112°32'30"	28.4
		③	R156°03'	27.5



A2	i.p. A1	A1	0°	46.56	
		A3	R97°53'30"	433.10	
A3	A2	A4	L146°43'30"	271.42	
		i.p.	R132°23'50"	41.85	
		P.i. bend	L108°	100	
A4	nail	Cor ①	R99°43'30"	35.9	
		②	R112°32'30"	28.4	
		③	R156°03'	27.5	
		nail	0°	97.44	L90°-9'
		A3	L107°32'30"	-	





NATIONAL PRINTFAST

NO. 446

Elbert Lofgren  
Parcel 4, Gutting subdivision  
house location

Oct. 23, 2001

94  
2  
15

A1  
O G.P.

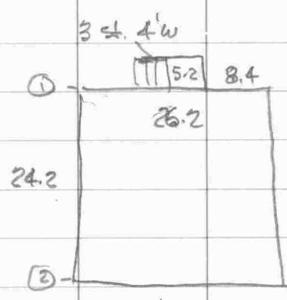


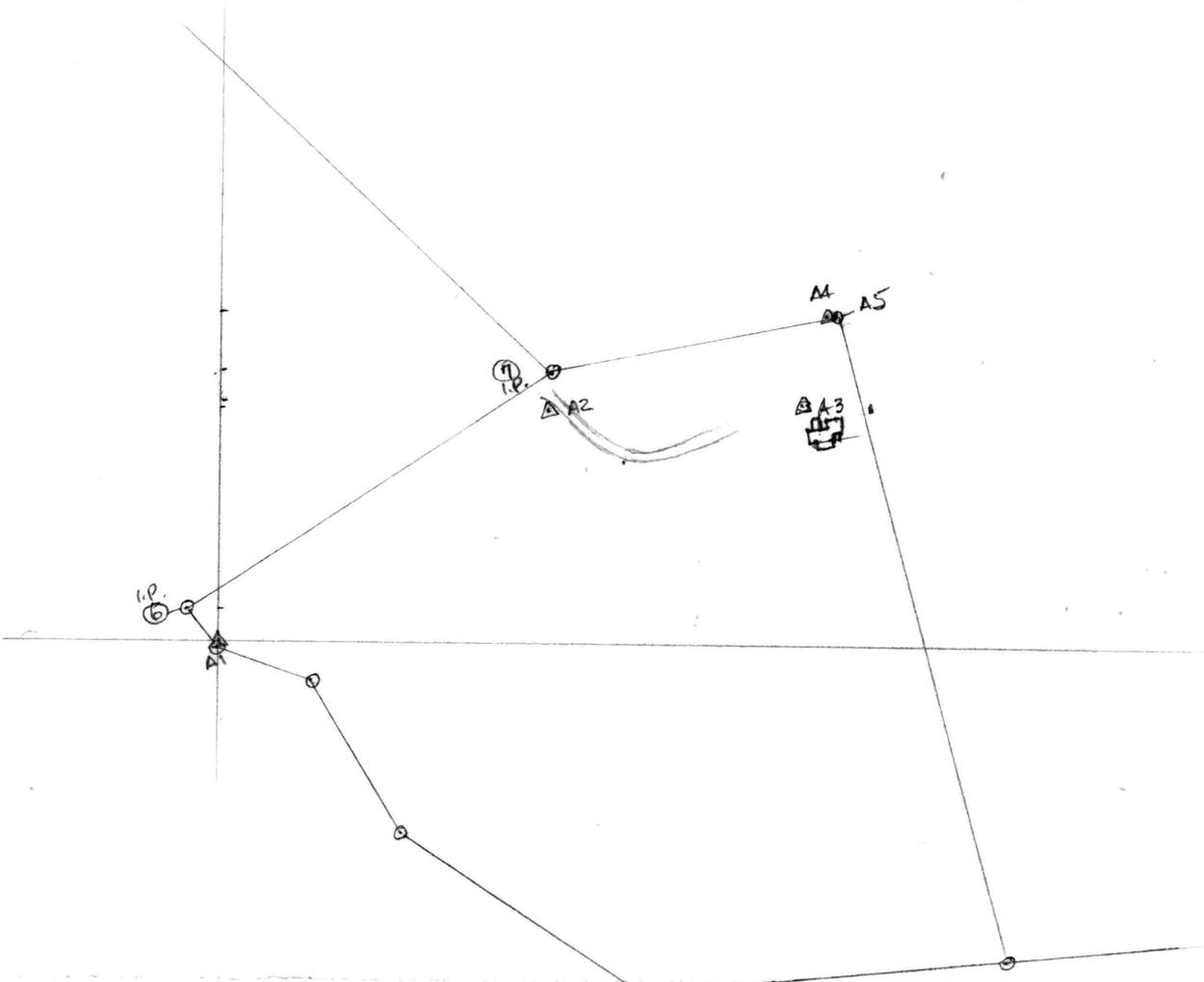
A2  
Δ  
G.P.

AUTOMATIC PRINTFAST

NO. 446

AZ	A1	A1	D°	106.80
		Cor ①	R49°29'10"	44.07
		②	R82°47'35"	37.92





Note: FIRM Map 240054-0018B shows this lot in Zone C.

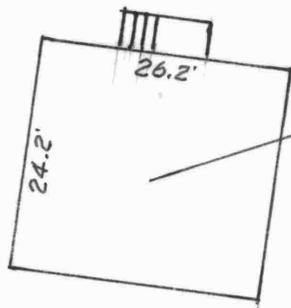
Owner - Elbert J. Lofgren  
Address - 471 Walnut St.  
Church Hill, Md. 21623

NOW OR FORMERLY  
ALICE MORRIS

PARCEL 3

This is to certify that the improvements indicated hereon are located as shown.

*William R. Nuttle*  
Oct. 25, 2001

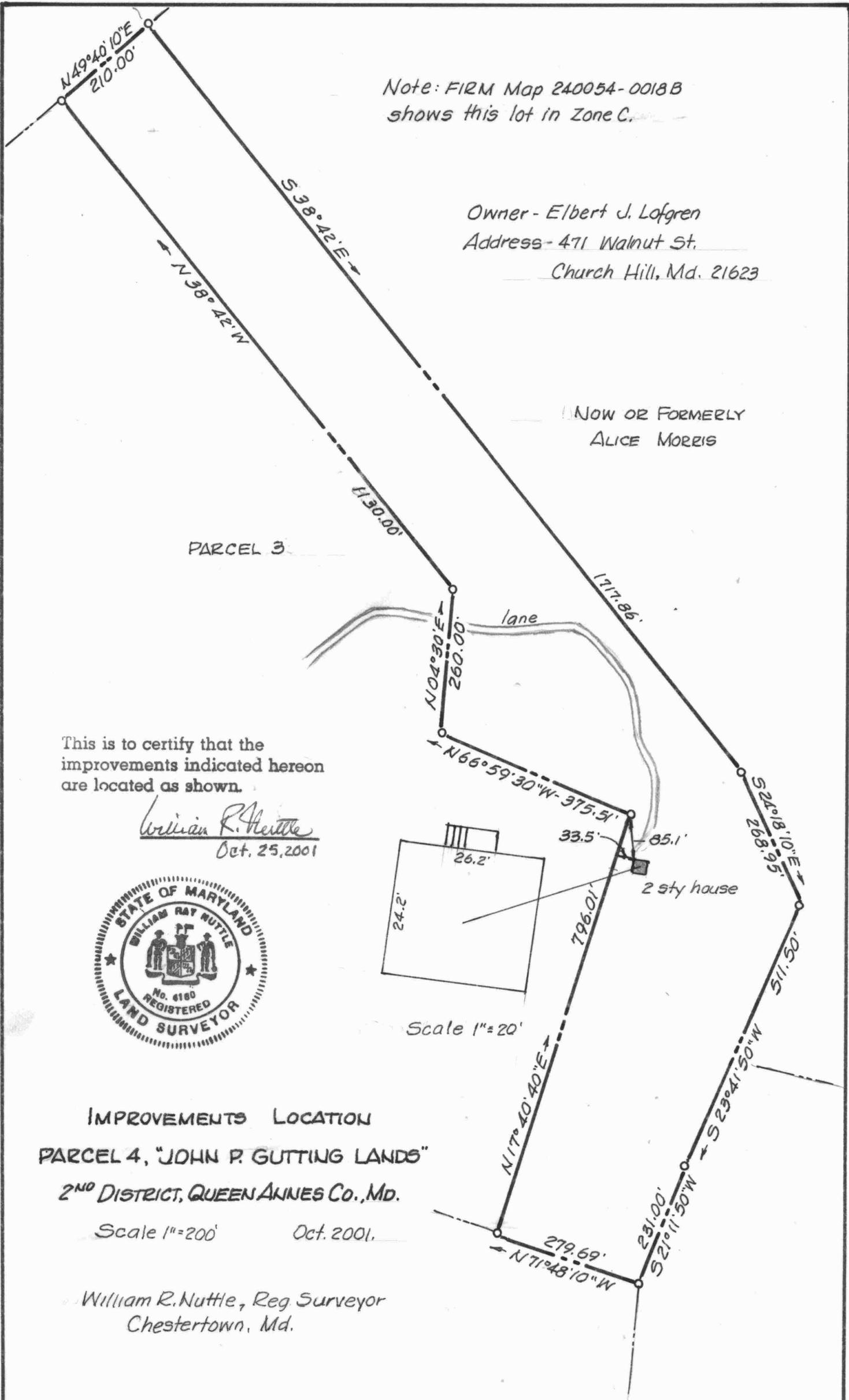


Scale 1" = 20'

IMPROVEMENTS LOCATION  
PARCEL 4, "JOHN P. GUTTING LANDS"  
2<sup>ND</sup> DISTRICT, QUEEN ANNES CO., MD.

Scale 1" = 200' Oct. 2001.

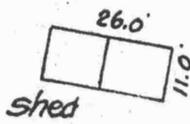
William R. Nuttle, Reg Surveyor  
Chestertown, Md.



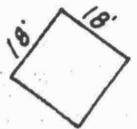
Note: FIRM Map 240054  
0018 B shows this lot  
in Zone C.

PARCEL 1

Access road



car port  
(unfinished)



dwelling

Scale 1" = 40'

18.011 Ac.±

PARCEL 3

Access road to  
Md. Rte. 19.

Owners - John P. & Suzanne F. Gutting  
Address - 451 Walnut St.  
Church Hill, Md. 21623

This is to certify that the  
improvements indicated hereon  
are located as shown.

*William R. Nuttle*  
Mar. 4, 1996.

NOW OR FORMERLY SCHABINGER

IMPROVEMENTS LOCATION  
**PARCEL 2, GUTTING SUBDIVISION**

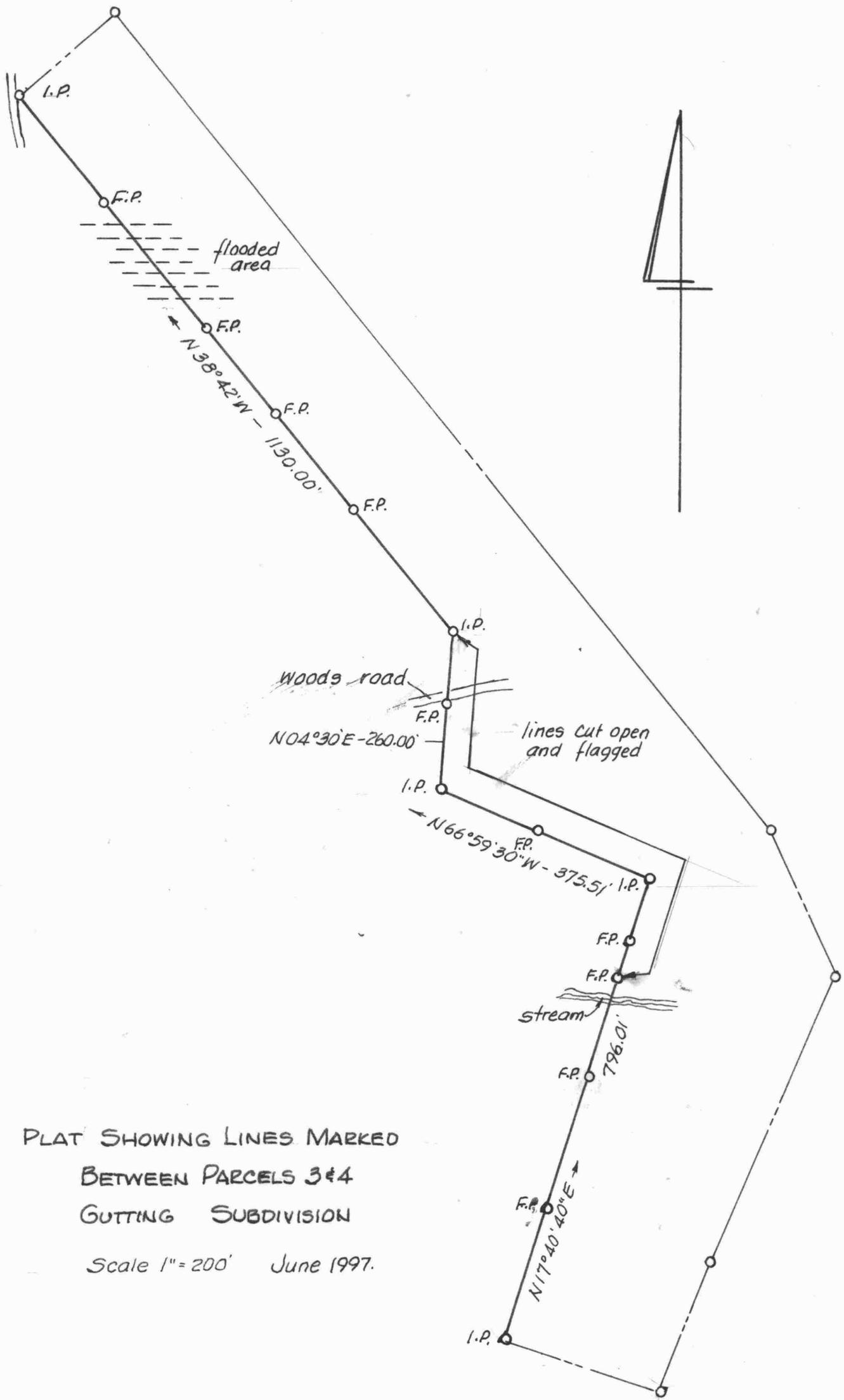
2<sup>ND</sup> DISTRICT, QUEEN ANNES CO., MD

Scale 1" = 200'

Mar. 1996

William R. Nuttle, Reg. Surveyor  
Chestertown, Md.



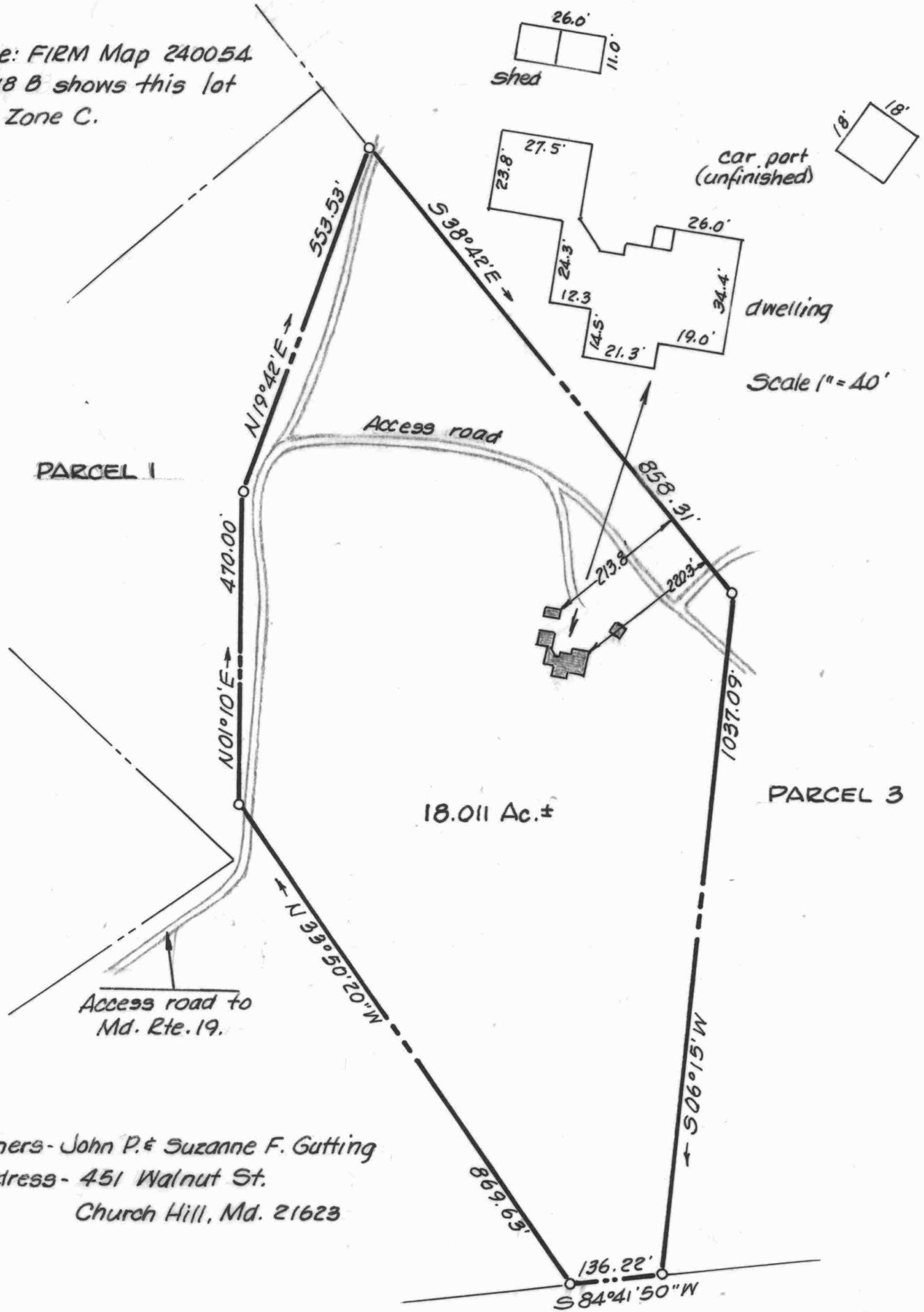


PLAT SHOWING LINES MARKED  
 BETWEEN PARCELS 3 & 4  
 GUTTING SUBDIVISION  
 Scale 1" = 200' June 1997.

William R. Nuttle, Reg. Surveyor  
 Chestertown, Md.

I.P. = iron pipe & fiberglass post  
 F.P. = fiberglass post

Note: FIRM Map 240054  
0018 B shows this lot  
in Zone C.



Owners - John P. & Suzanne F. Gutting  
Address - 451 Walnut St.  
Church Hill, Md. 21623

This is to certify that the  
improvements indicated hereon  
are located as shown.

*William R. Nuttle*  
Mar. 4, 1996.

IMPROVEMENTS LOCATION  
**PARCEL 2, GUTTING SUBDIVISION**

2<sup>ND</sup> DISTRICT, QUEEN ANNES Co., Md.

Scale 1" = 200' Mar. 1996

William R. Nuttle, Reg. Surveyor  
Chestertown, Md.

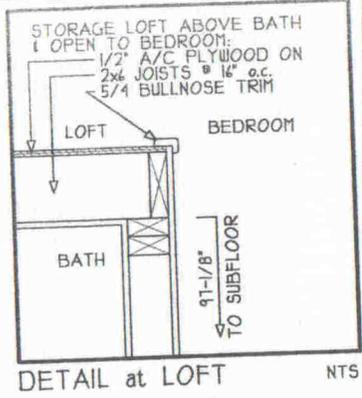
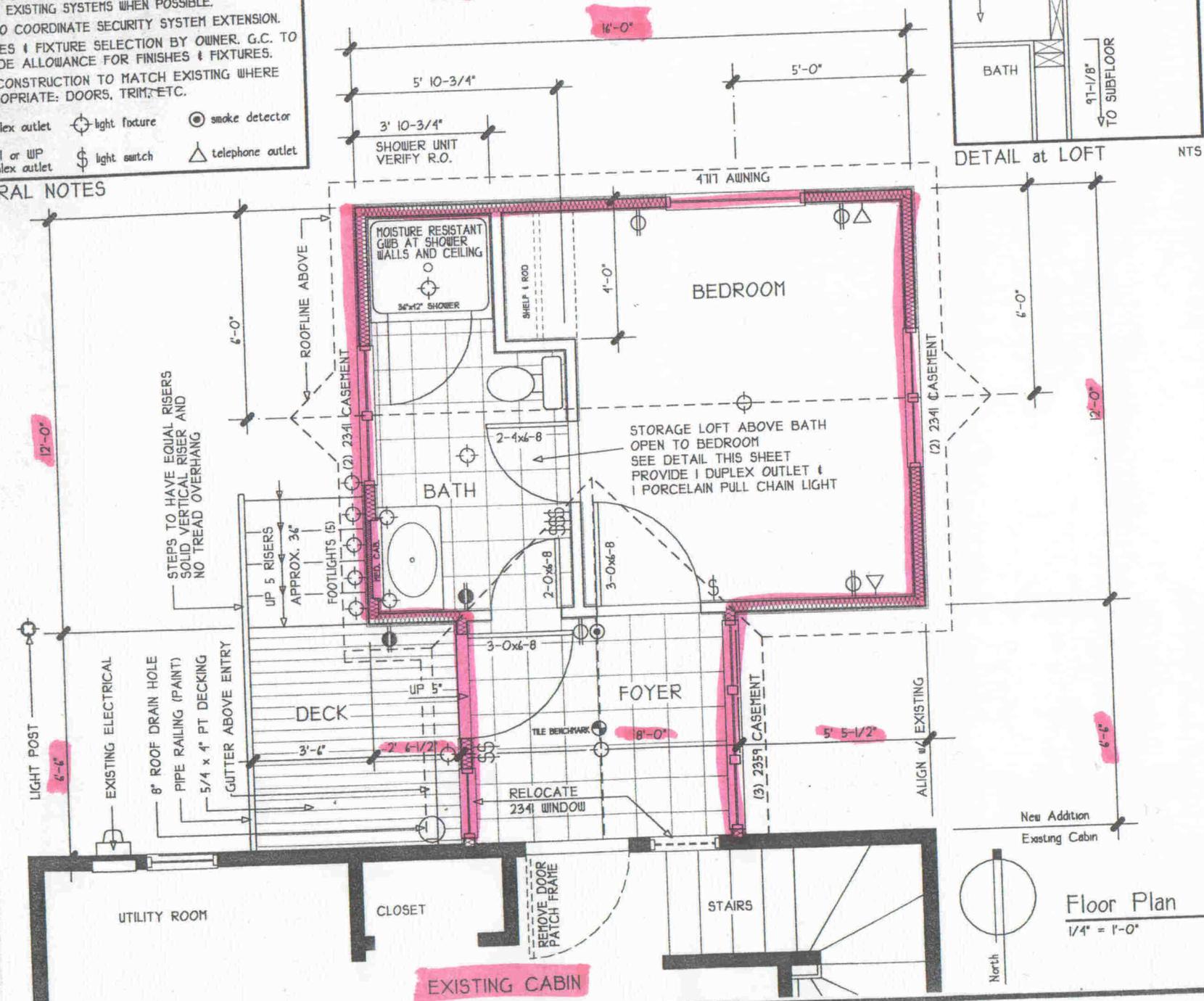


# Addition on Parcel 4 Residence

DIMENSIONS TO FACE OF STUDS.  
 NEW FINISHED FLOOR ELEVATION TO MATCH EXISTING.  
 MAINTAIN SAFE ACCESS TO CABIN DURING CONSTRUCTION.  
 MECH. & ELEC. DESIGN BY G.C. - REVIEWED BY OWNER.  
 UTILIZE EXISTING SYSTEMS WHEN POSSIBLE.  
 G.C. TO COORDINATE SECURITY SYSTEM EXTENSION.  
 FINISHES & FIXTURE SELECTION BY OWNER. G.C. TO  
 INCLUDE ALLOWANCE FOR FINISHES & FIXTURES.  
 NEW CONSTRUCTION TO MATCH EXISTING WHERE  
 APPROPRIATE: DOORS, TRIM, ETC.

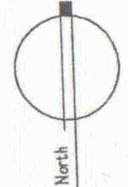
- ⊕ duplex outlet    ⊕ light fixture    ⊙ smoke detector
- ⊕ GFI or WP duplex outlet    ⌘ light switch    △ telephone outlet

### GENERAL NOTES



DETAIL at LOFT NTS

New Addition  
Existing Cabin



Floor Plan  
1/4" = 1'-0"

Peter A. Gutting  
 Architect  
 55 Bellevue Avenue  
 Northrop, Massachusetts  
 email: pagutting@att.net  
 phone: 417-201-1025

BEDROOM & BATH ADDITION

## THE CABIN

411 WALNUT STREET CHURCH HILL QUEEN ANNE'S COUNTY, MARYLAND

April 10, 2002

Revisions:

FLOOR PLAN

A1

47104

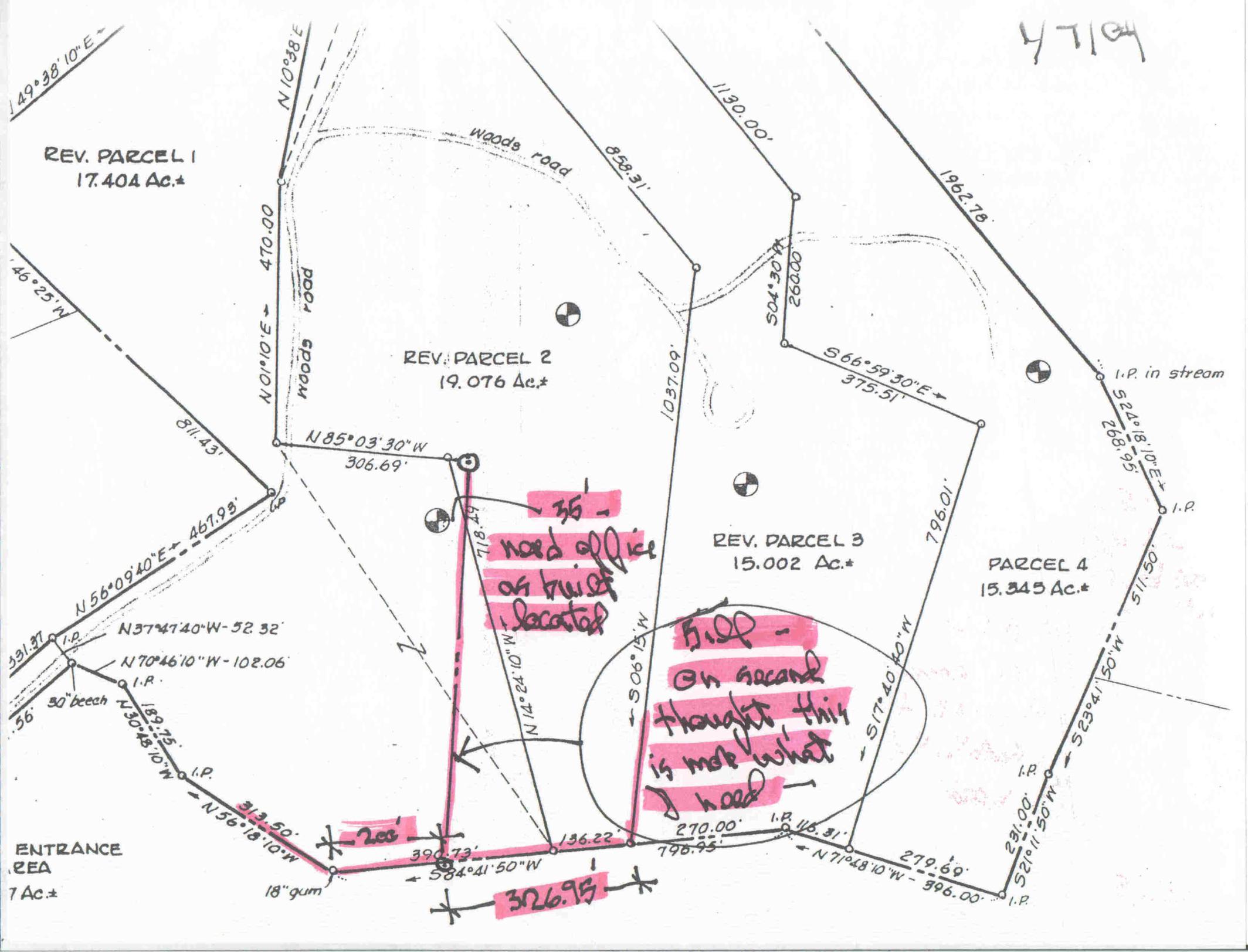
REV. PARCEL 1  
17.404 Ac.±

REV. PARCEL 2  
19.076 Ac.±

REV. PARCEL 3  
15.002 Ac.±

PARCEL 4  
15.345 Ac.±

ENTRANCE  
REA  
7 Ac.±



35' -  
wood office  
on hill  
located

5.00' -  
On second  
thought, this  
is not what  
I need

200'

326.95'

18" gum

I.P. in stream

I.P.

I.P.

I.P.

I.P.

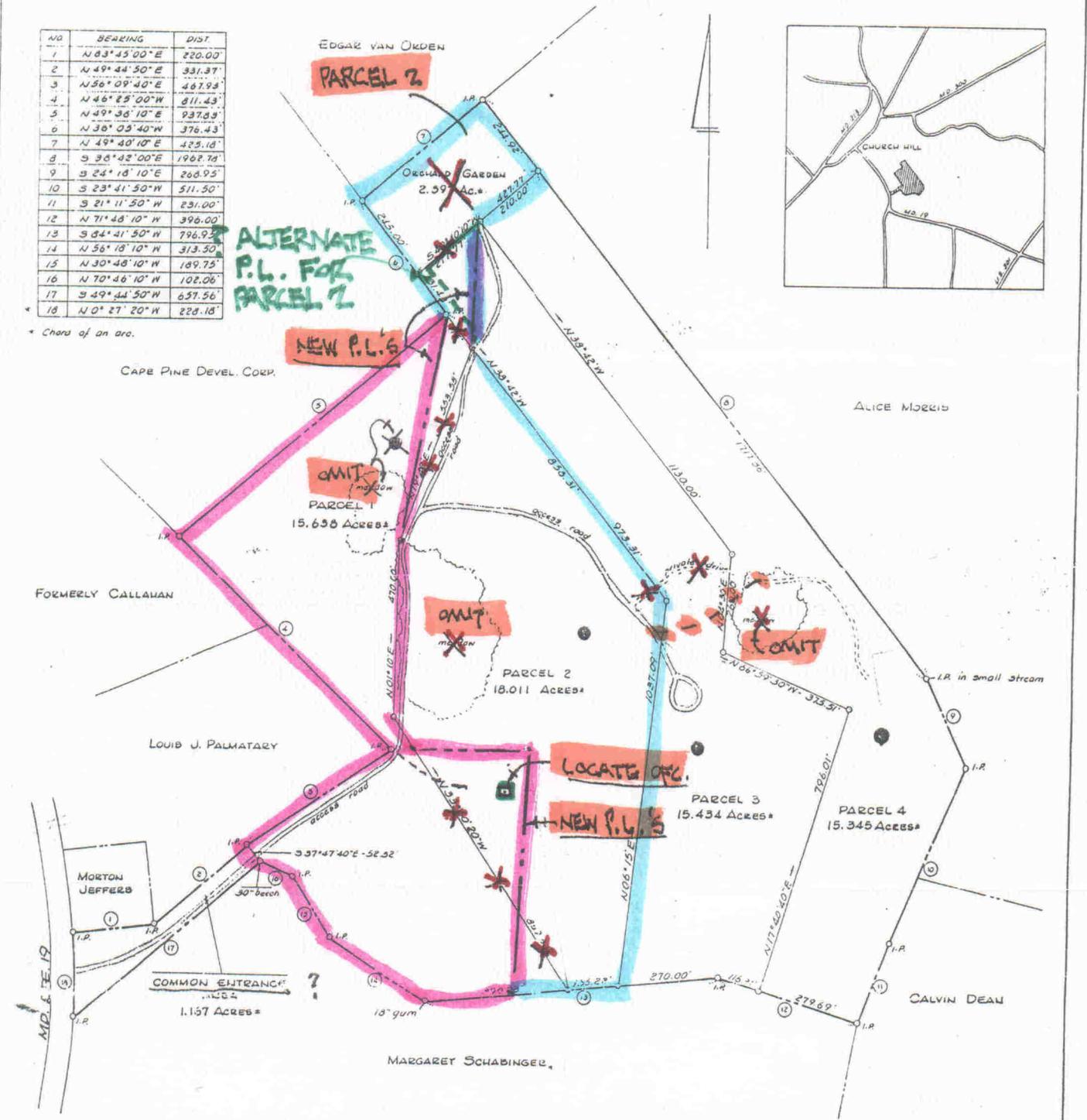
I.P.

I.P.

ZONING = N.C.S / SETBACKS: FRONT - 35'  
 SIDES - 20'  
 REAR - 50'

NO	BEARING	DIST.
1	N 63° 45' 00" E	220.00'
2	N 49° 44' 50" E	331.37'
3	N 56° 09' 40" E	487.93'
4	N 46° 25' 00" W	811.43'
5	N 49° 38' 10" E	937.89'
6	N 30° 05' 40" W	376.43'
7	N 49° 40' 10" E	425.18'
8	S 36° 42' 00" E	196.74'
9	S 24° 18' 10" E	266.95'
10	S 23° 41' 50" W	511.50'
11	S 21° 11' 50" W	231.00'
12	N 71° 48' 10" W	396.00'
13	S 64° 41' 50" W	796.92'
14	N 56° 18' 10" W	313.50'
15	N 30° 48' 10" W	189.75'
16	N 70° 46' 10" W	102.06'
17	S 49° 44' 50" W	657.56'
18	N 0° 27' 20" W	228.18'

\* Chord of an arc.



Note: Bearings shown conform to previous surveys of the Jeffers, Palmatary, & Callahan properties. Bearings must be shifted clockwise 02° 50' to conform to Cape Pine and Van Orden surveys.

I.P. = iron pipe  
 B = Building site

SURVEY AND DIVISION OF THE  
 JOHN P. GUTTING LANDS

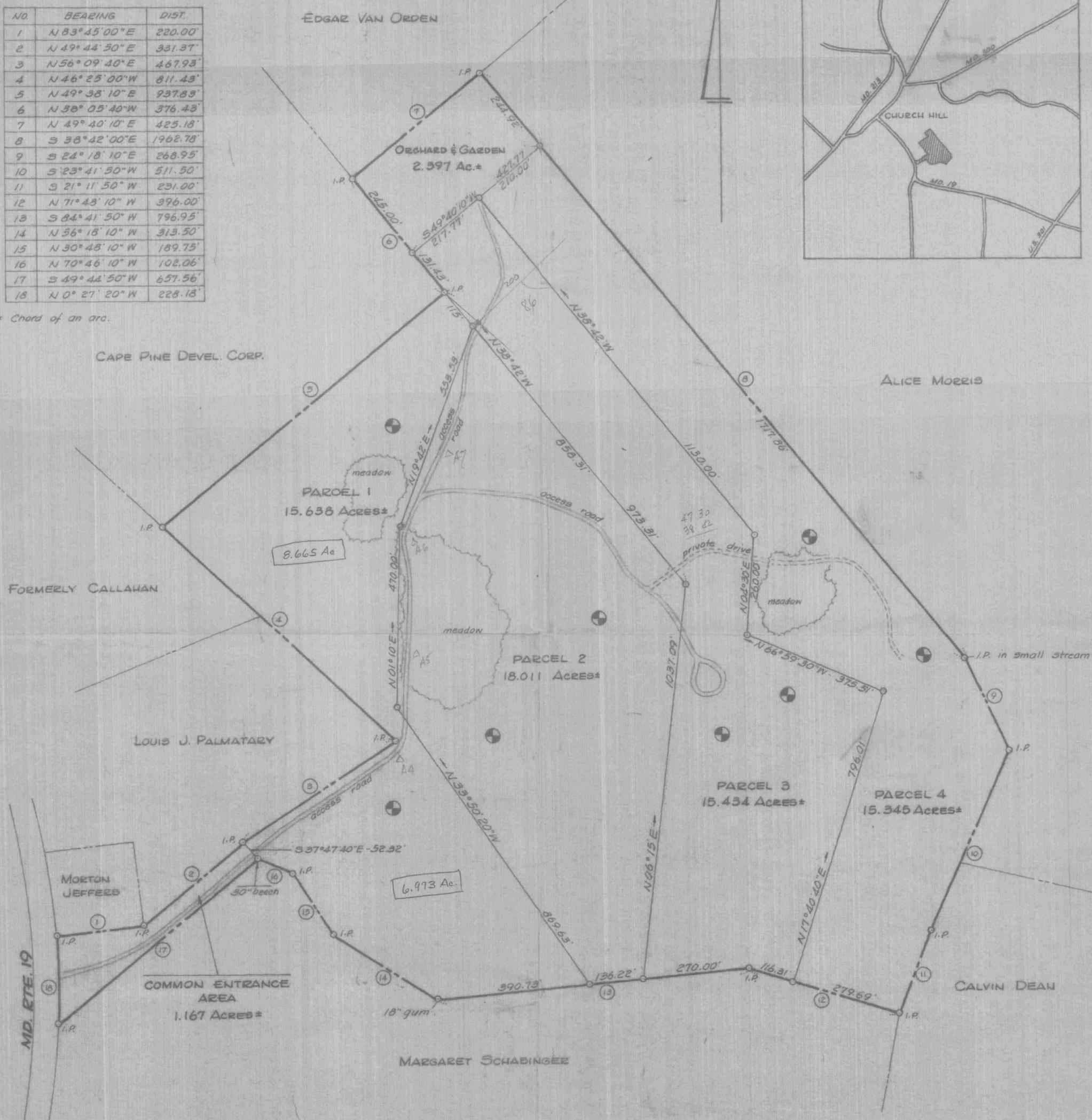
2ND DISTRICT, QUEEN ANNES CO., MD.

Scale: 1" = 400' July 1979; Revised April 1980.  
 Revised Aug. 1980.  
 William E. Nuttle, Reg. Surveyor  
 Chestertown, Md.

REVISED SEPT 1990

NO.	BEARING	DIST.
1	N 83° 45' 00" E	220.00'
2	N 49° 44' 50" E	331.37'
3	N 56° 09' 40" E	467.93'
4	N 46° 25' 00" W	811.43'
5	N 49° 38' 10" E	937.83'
6	N 38° 05' 40" W	376.43'
7	N 49° 40' 10" E	425.13'
8	S 38° 42' 00" E	1962.78'
9	S 24° 18' 10" E	268.95'
10	S 23° 41' 50" W	511.50'
11	S 21° 11' 50" W	231.00'
12	N 71° 43' 10" W	396.00'
13	S 84° 41' 50" W	796.95'
14	N 56° 18' 10" W	313.50'
15	N 30° 48' 10" W	189.75'
16	N 70° 46' 10" W	102.06'
17	S 49° 44' 50" W	657.56'
* 18	N 0° 27' 20" W	228.13'

\* Chord of an arc.

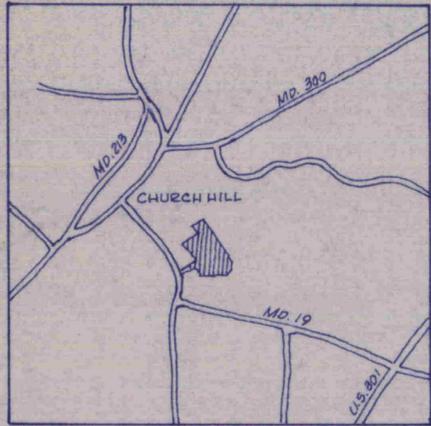


Note: Bearings shown conform to previous surveys of the Jeffers, Palmatary, & Callahan properties. Bearings must be shifted clockwise 02° 58' to conform to Cape Pine and Van Orden surveys.

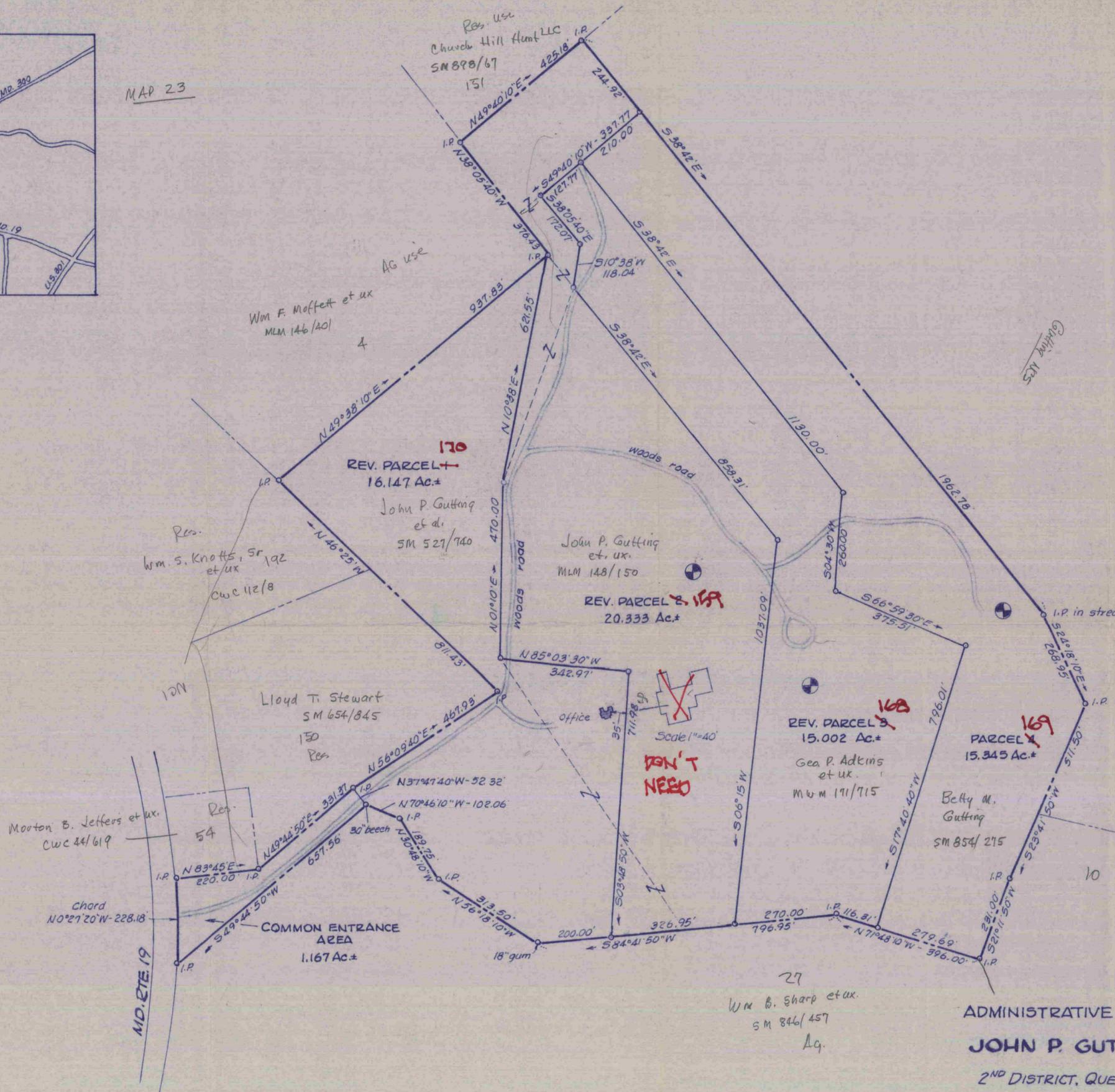
I.P. = iron pipe  
 Building site

**SURVEY AND DIVISION OF THE  
 JOHN P. GUTTING LANDS  
 2<sup>ND</sup> DISTRICT, QUEEN ANNES CO., MD.**

Scale 1" = 200' July 1979; Revised April 1980.  
 Revised Aug. 1980.  
 William R. Nuttle, Reg. Surveyor  
 Chestertown, Md.



MAP 23

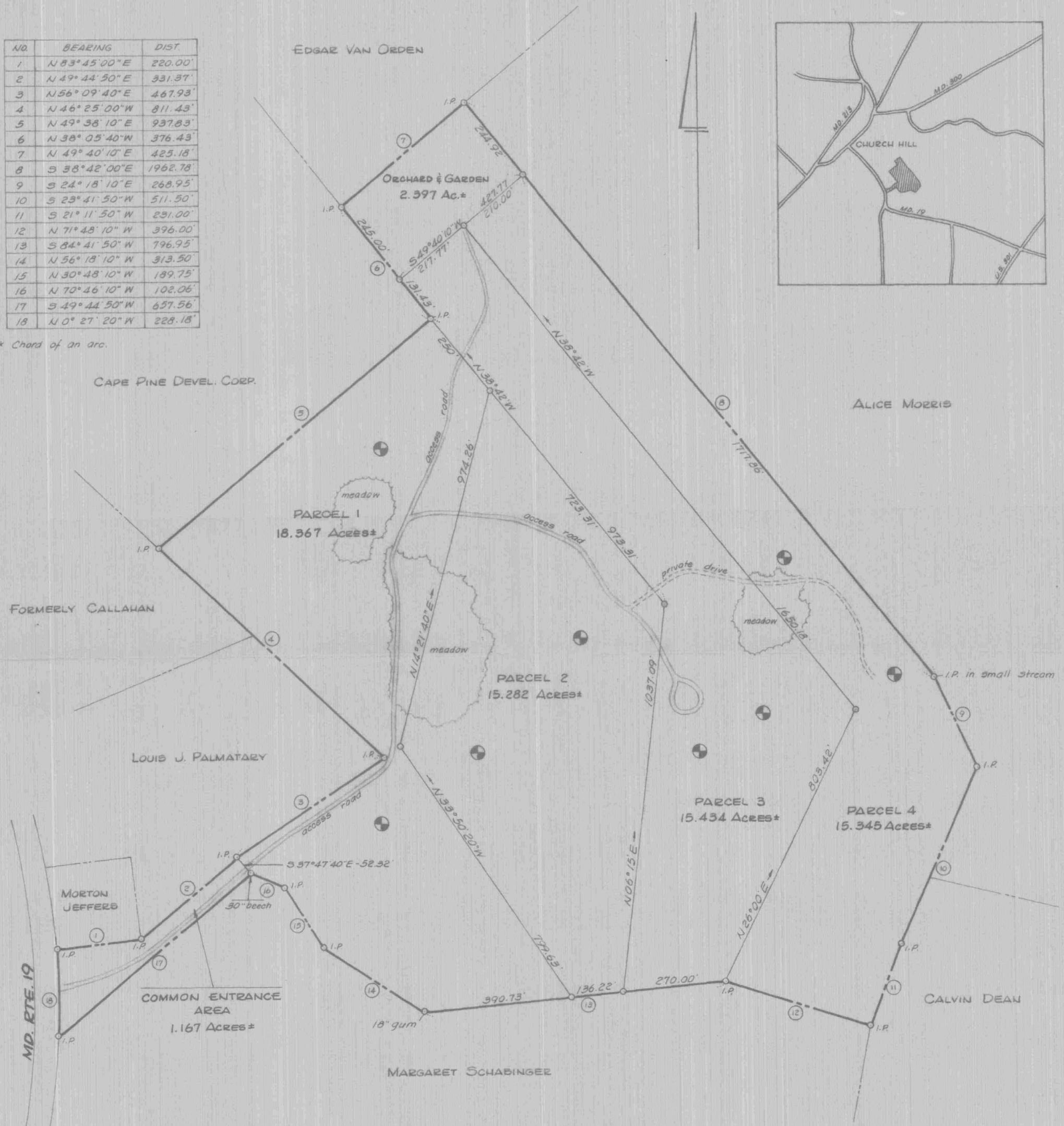


ADMINISTRATIVE SUBDIVISION  
**JOHN P. GUTTING LANDS**  
 2<sup>ND</sup> DISTRICT, QUEEN ANNES CO., MD.  
 Scale 1"=200' Jan. 2004.

William R. Nuttle, Reg. Surveyor  
 Chestertown, Md.

NO.	BEARING	DIST.
1	N 83° 45' 00" E	220.00'
2	N 49° 44' 50" E	331.37'
3	N 56° 09' 40" E	467.93'
4	N 46° 25' 00" W	811.43'
5	N 49° 38' 10" E	937.83'
6	N 38° 05' 40" W	376.43'
7	N 49° 40' 10" E	425.18'
8	S 38° 42' 00" E	1962.78'
9	S 24° 18' 10" E	268.95'
10	S 23° 41' 50" W	511.50'
11	S 21° 11' 50" W	231.00'
12	N 71° 48' 10" W	396.00'
13	S 84° 41' 50" W	796.95'
14	N 56° 18' 10" W	313.50'
15	N 30° 48' 10" W	189.75'
16	N 70° 46' 10" W	102.06'
17	S 49° 44' 50" W	657.56'
* 18	N 0° 27' 20" W	228.18'

\* Chord of an arc.



Note: Bearings shown conform to previous surveys of the Jeffers, Palmatary, & Callahan properties. Bearings must be shifted clockwise 02° 58' to conform to Cape Pine and Van Orden surveys.

I.P. = iron pipe

⊕ Building site

SURVEY AND DIVISION OF THE  
**JOHN P. GUTTING LANDS**

2<sup>ND</sup> DISTRICT, QUEEN ANNES CO., MD.

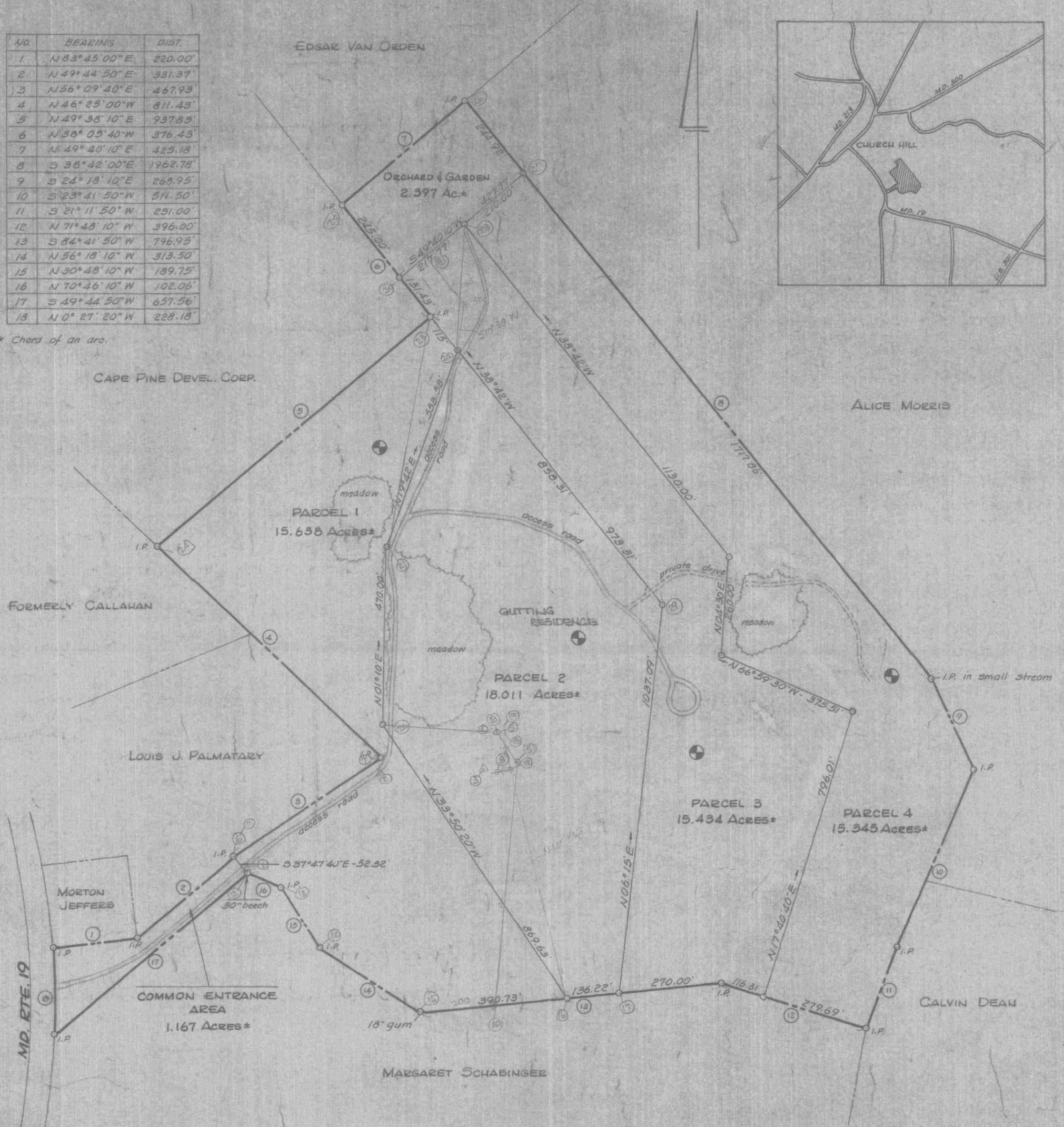
Scale 1" = 200'

July 1979; Revised April 1980.

William R. Nuttle, Reg. Surveyor  
Chestertown, Md.

NO.	BEARINGS	DIST.
1	N 83° 45' 00" E	220.00'
2	N 49° 44' 50" E	331.37'
3	N 56° 09' 40" E	467.93'
4	N 46° 25' 00" W	811.43'
5	N 49° 38' 10" E	937.85'
6	N 38° 05' 40" W	376.43'
7	N 49° 40' 10" E	425.18'
8	S 38° 42' 00" E	1962.78'
9	S 24° 18' 10" E	268.95'
10	S 23° 41' 50" W	511.50'
11	S 21° 11' 50" W	231.00'
12	N 71° 48' 10" W	396.00'
13	S 84° 41' 50" W	796.95'
14	N 56° 18' 10" W	313.50'
15	N 30° 48' 10" W	189.75'
16	N 70° 46' 10" W	102.06'
17	S 49° 44' 50" W	657.56'
* 18	N 0° 27' 20" W	228.18'

\* Chord of an arc.



Note: Bearings shown conform to previous surveys of the Jeffers, Palmatary, & Callahan properties. Bearings must be shifted clockwise 02° 58' to conform to Cape Pine and Van Orden surveys.

I.P. = iron pipe

⊙ Building site

SURVEY AND DIVISION OF THE  
**JOHN P. GUTTING LANDS**  
 2<sup>ND</sup> DISTRICT, QUEEN ANNES CO., MD.

Scale 1" = 200'

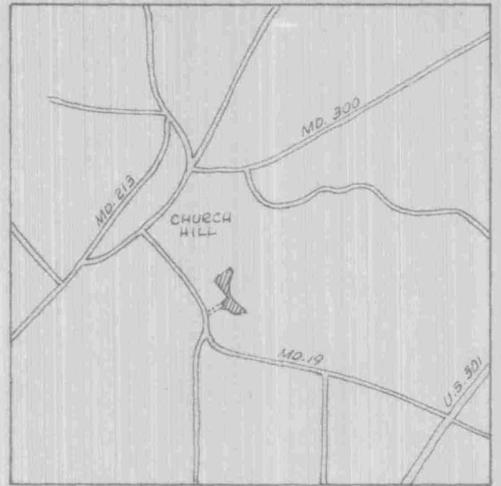
July 1979; Revised April 1980.

Revised Aug. 1980.

William R. Nuttle, Reg. Surveyor  
 Chestertown, Md.



NOW OR FORMERLY  
CAPE PINE DEVEL. CORP.



TRACT 1  
8.665 ACRES±

PARCEL 2, GUTTING SUBDIVISION

FORMERLY  
CALLAHAN

Note: This plat is based upon a survey and  
plat by me entitled "Survey and Division of  
the John P. Gutting Lands, revised Aug. 1980.

NOW OR FORMERLY LOUIS J. PALMATARY

New division line  
N 01° 42' E - 86.02'



William R. Nuttle

COMMON ENTRANCE  
AREA

TRACT 2  
6.973 ACRES±

DIVISION OF PARCEL 1 OF THE  
JOHN P. GUTTING SUBDIVISION  
2<sup>ND</sup> DISTRICT, QUEEN ANNES CO., MD.

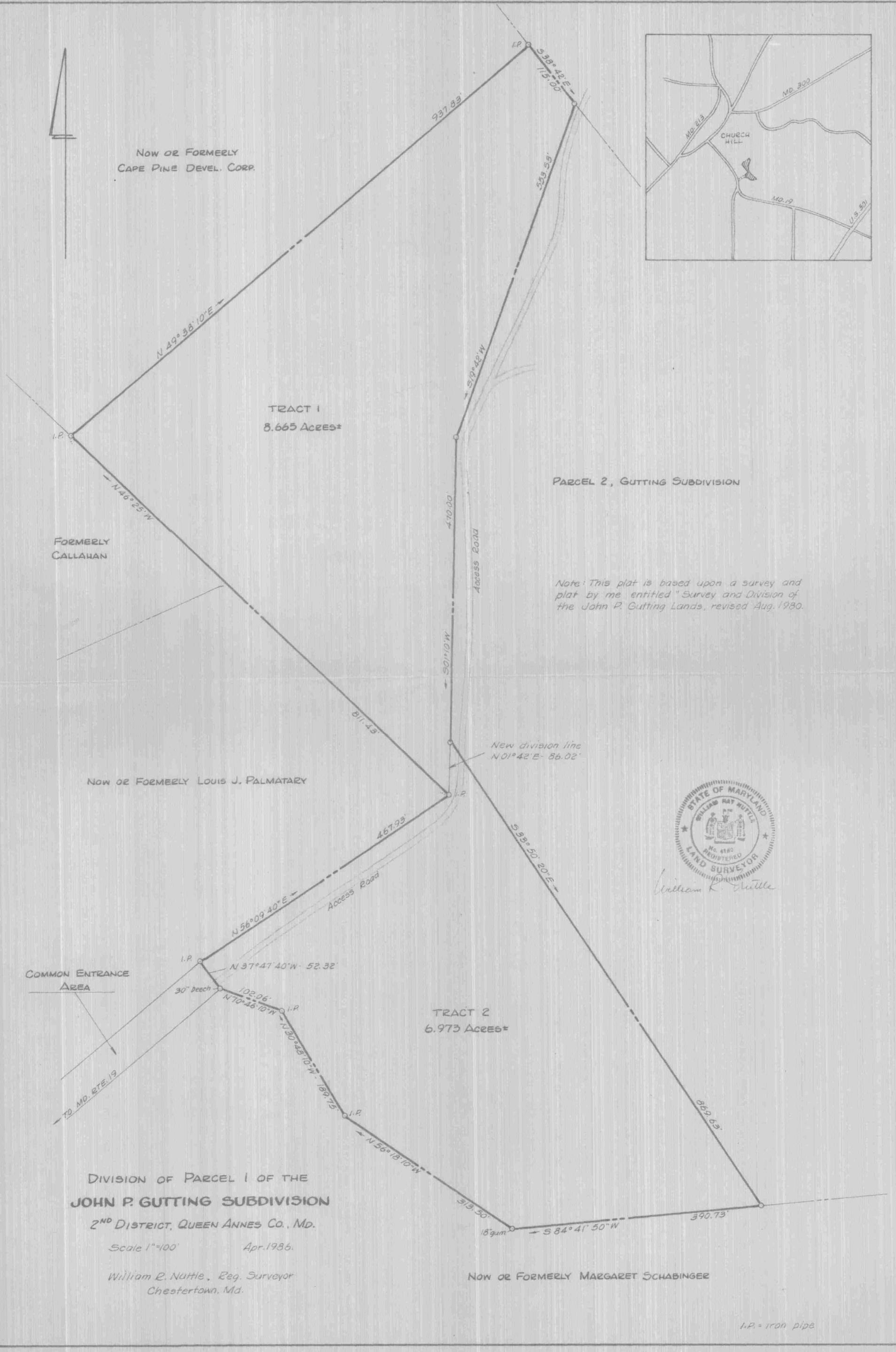
Scale 1"=100'

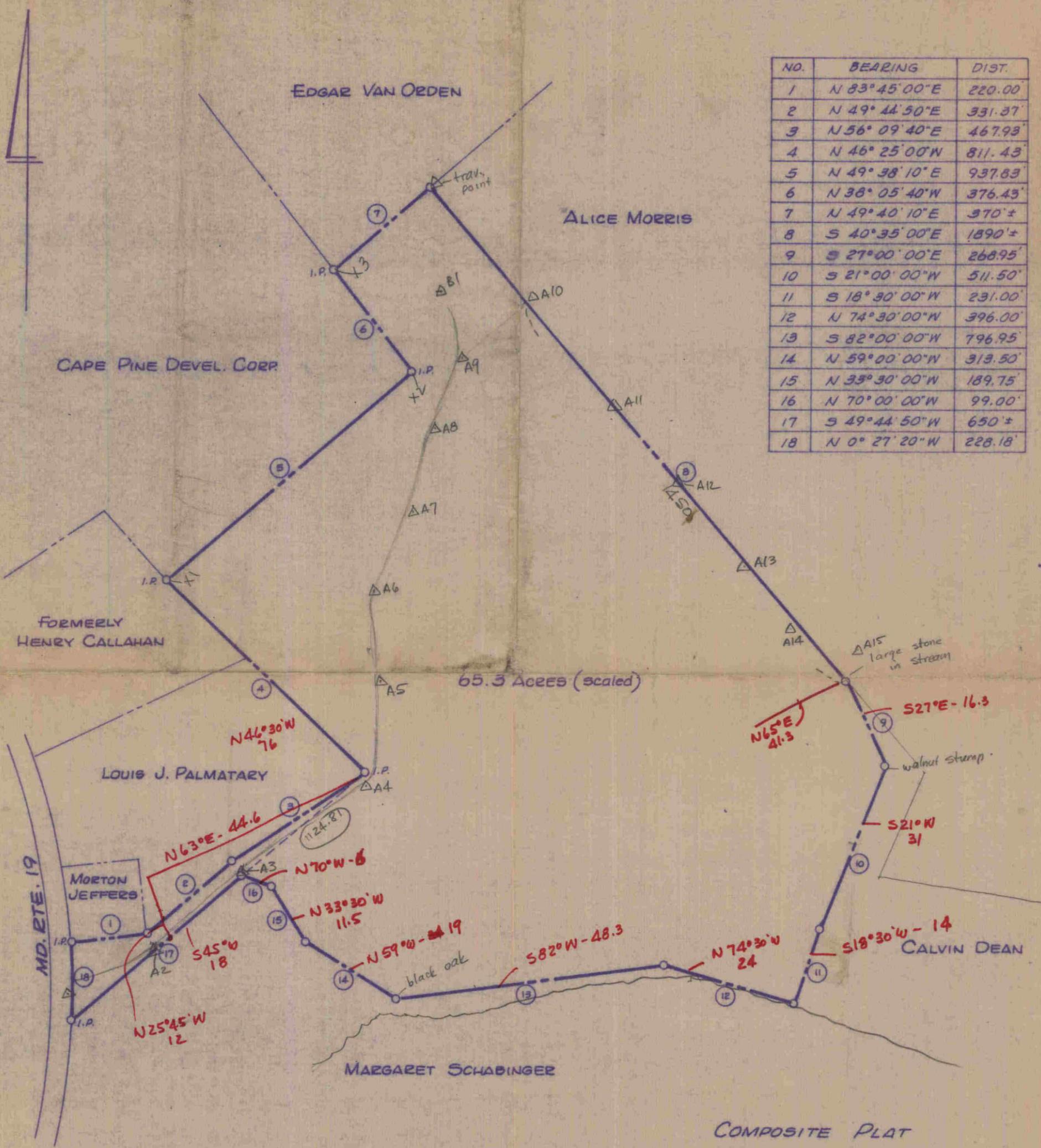
Apr. 1986.

William R. Nuttle, Reg. Surveyor  
Chestertown, Md.

NOW OR FORMERLY MARGARET SCHABINGER

I.P. = iron pipe





NO.	BEARING	DIST.
1	N 83° 45' 00" E	220.00
2	N 49° 44' 50" E	331.37
3	N 56° 09' 40" E	467.93
4	N 46° 25' 00" W	811.43
5	N 49° 38' 10" E	937.83
6	N 38° 05' 40" W	376.43
7	N 49° 40' 10" E	370 ±
8	S 40° 35' 00" E	1890 ±
9	S 27° 00' 00" E	268.95
10	S 21° 00' 00" W	511.50
11	S 18° 30' 00" W	231.00
12	N 74° 30' 00" W	396.00
13	S 82° 00' 00" W	796.95
14	N 59° 00' 00" W	313.50
15	N 33° 30' 00" W	189.75
16	N 70° 00' 00" W	99.00
17	S 49° 44' 50" W	650 ±
18	N 0° 27' 20" W	228.18

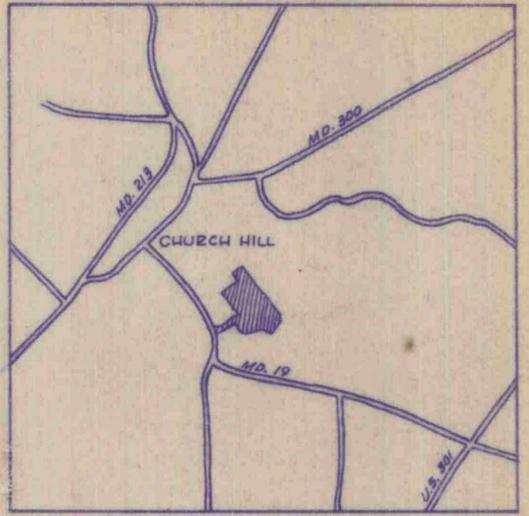
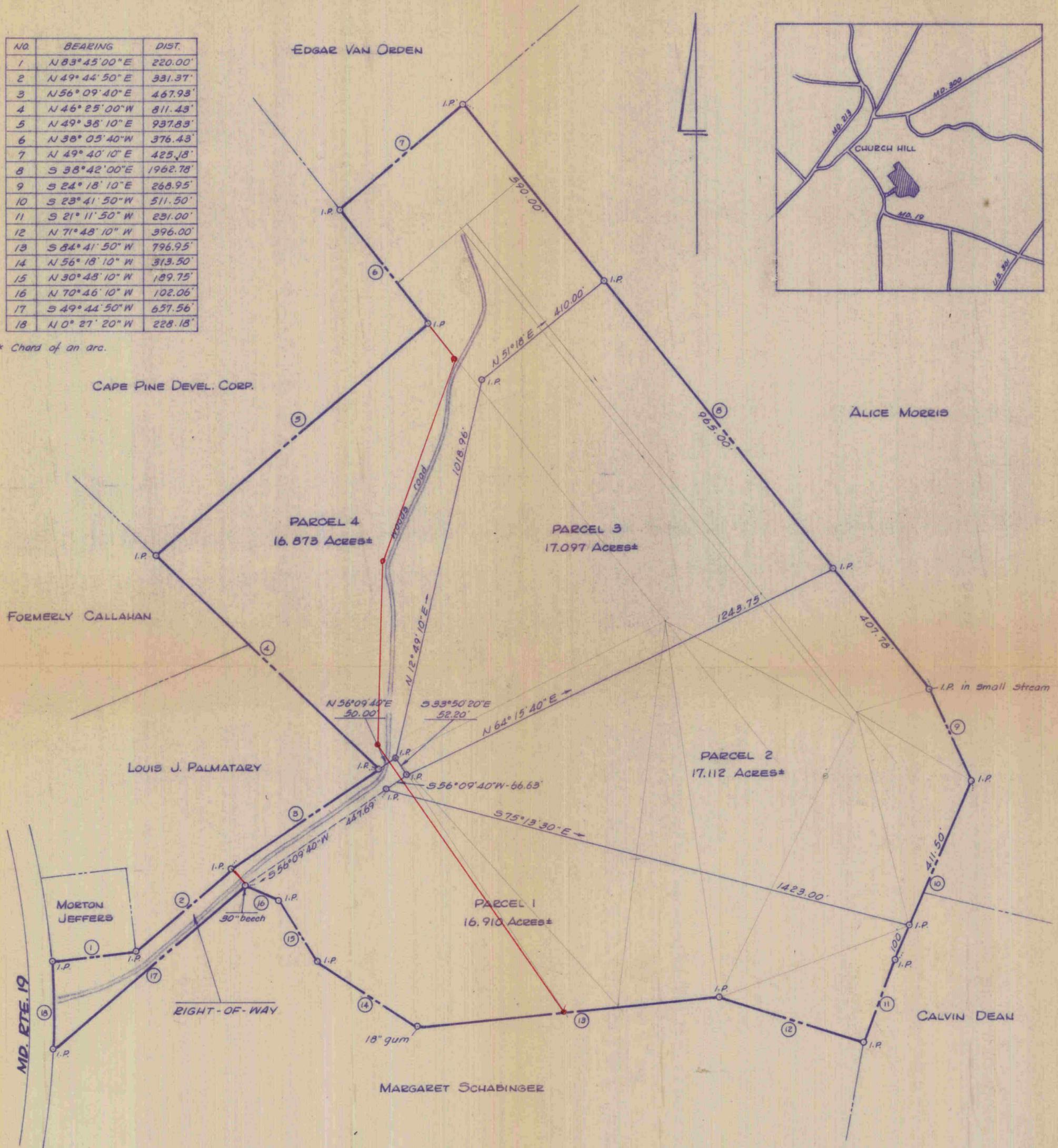
Note: This plat does not represent a survey of the property, but is a composite of various surveys & deed descriptions. Lines 1 through 6 and Line 18 are from surveys by me, adjusted to a common azimuth. Lines 9 through 16 are from the Ashley deed description. Lengths of lines 7 & 17 are scaled. Line 18 is a scaled closure line. No attempt was made at a mathematical closure.

COMPOSITE PLAT  
 SYDNEY G. ASHLEY LANDS  
 2<sup>ND</sup> DISTRICT, QUEEN ANNES Co., Md.  
 Scale 1" = 300' Jan. 1978.  
 William E. Nuttle, Reg. Surveyor  
 Chestertown, Md.

I.P. = iron pipe

NO.	BEARING	DIST.
1	N 83° 45' 00" E	220.00'
2	N 49° 44' 50" E	331.37'
3	N 56° 09' 40" E	467.93'
4	N 46° 25' 00" W	811.43'
5	N 49° 38' 10" E	937.83'
6	N 38° 05' 40" W	376.43'
7	N 49° 40' 10" E	425.18'
8	S 38° 42' 00" E	1962.78'
9	S 24° 18' 10" E	268.95'
10	S 23° 41' 50" W	511.50'
11	S 21° 11' 50" W	231.00'
12	N 71° 48' 10" W	396.00'
13	S 84° 41' 50" W	796.95'
14	N 56° 18' 10" W	313.50'
15	N 30° 48' 10" W	189.75'
16	N 70° 46' 10" W	102.06'
17	S 49° 44' 50" W	657.56'
* 18	N 0° 27' 20" W	228.18'

\* Chord of an arc.



Note: Bearings shown conform to previous surveys of the Jeffers, Palmatary, & Callahan properties. Bearings must be shifted clockwise 02° 58' to conform to Cape Pine and Van Orden surveys.

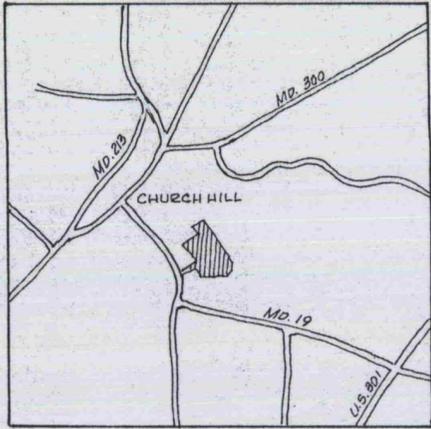
I.P. = iron pipe

**SURVEY AND DIVISION OF THE SYDNEY G. ASHLEY LANDS**

2<sup>ND</sup> DISTRICT, QUEEN ANNES CO., MD.

Scale 1" = 200' April 1978.

William R. Nuttle, Reg. Surveyor  
Chestertown, Md.



ELIMINATED COURSES

NO.	BEARING	DIST.

Uniform Acknowledgement Act

State of \_\_\_\_\_  
 County of \_\_\_\_\_  
 On this \_\_\_\_\_ day of \_\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_  
 known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained. In witness thereof I hereunto set my hand and official seal.

Notary Public

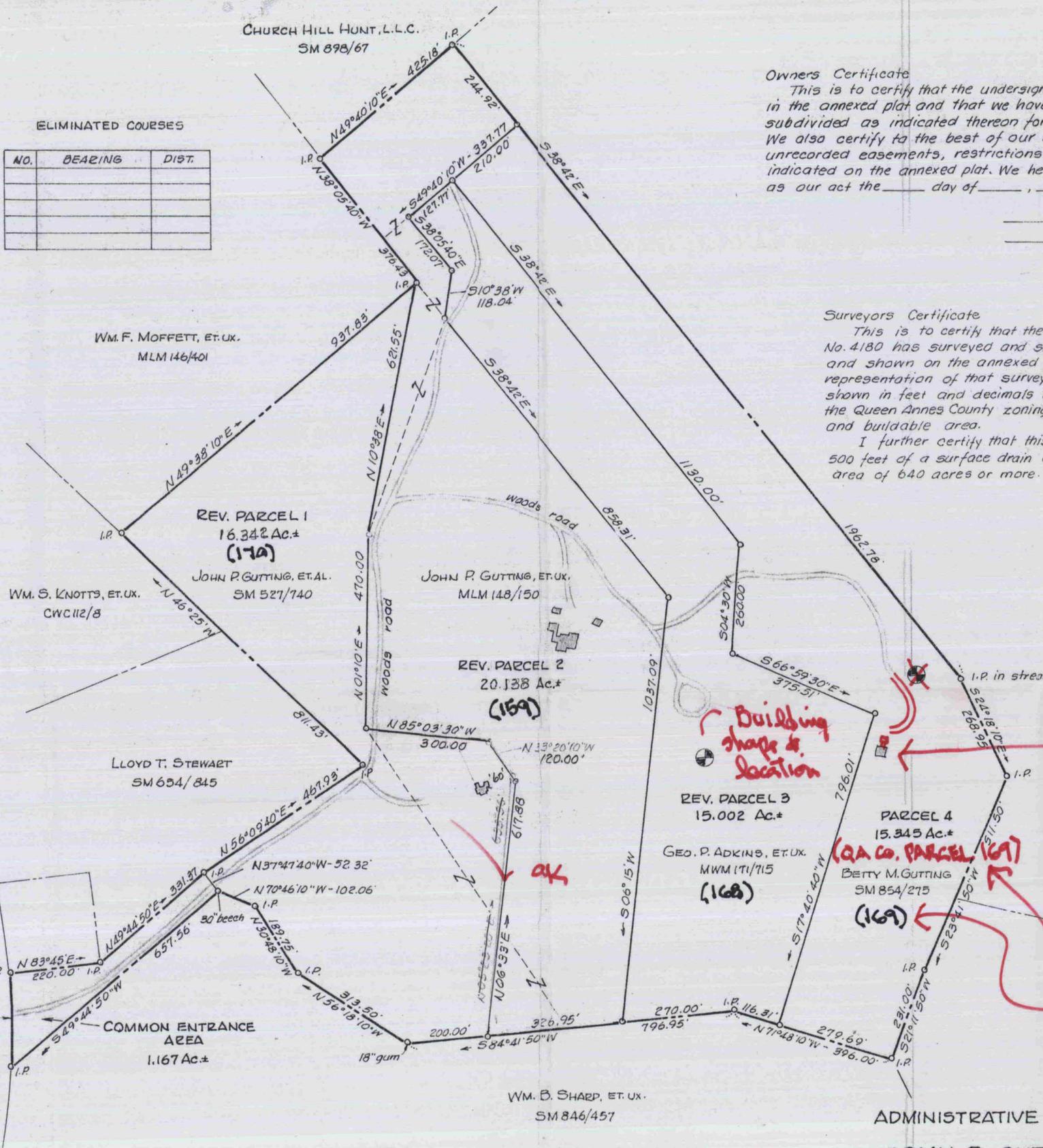
Dept. of Environmental Health Certificate

This is to certify that the annexed plat of subdivision was approved by the Dept. of Environmental Health of Queen Annes County on the \_\_\_\_\_ day of \_\_\_\_\_

Public Works Certificate

This is to certify that the annexed plat of subdivision was approved by the Dept. of Public Works of Queen Annes County on the \_\_\_\_\_ day of \_\_\_\_\_

After this plat is finally approved and recorded, any prior size or configuration of all or any part of the land shown on this plat, or the prior status of any such land as a "lot" under any zoning ordinance or subdivision regulations, is superseded by the size and configuration of the lots shown on the plat.



Owners Certificate

This is to certify that the undersigned are the owners of the land described in the annexed plat and that we have caused the land to be surveyed and subdivided as indicated thereon for the uses and purposes set forth herein. We also certify to the best of our knowledge that all recorded and unrecorded easements, restrictions, reservations or covenants have been indicated on the annexed plat. We hereby acknowledge and adopt the same as our act the \_\_\_\_\_ day of \_\_\_\_\_.

Owners.

Surveyors Certificate

This is to certify that the undersigned, registered Maryland Surveyor No. 4180 has surveyed and subdivided the property as described and shown on the annexed plat and that such plat is a correct representation of that survey and subdivision. All distances are shown in feet and decimals thereof. All lots meet the requirements of the Queen Annes County zoning ordinance in regard to lot area, width and buildable area.

I further certify that this subdivision is not situated within 500 feet of a surface drain or water course serving a tributary area of 640 acres or more.

Registered Surveyor

*Building shape & location*

*see attached sheet for new addition size*

*QA Co. PARCEL (169)*

*Q.A. Co. recommended adding their parcel no.'s somewhere on each parcel*

ADMINISTRATIVE SUBDIVISION

JOHN P. GUTTING LANDS

2<sup>ND</sup> DISTRICT, QUEEN ANNES CO., MD.

Scale 1"=200'

Jan. 2004.

William R. Nuttle, Reg. Surveyor  
 332 N. Queen St., Chestertown, Md., 21620